



STATE OF NEW MEXICO
invites applications for the position of:

State Floodplain Coordinator (DHSEM #23126)

SALARY: \$21.82 - \$34.91 Hourly
\$45,386.00 - \$72,613.00 Annually

JOB TYPE: Sponsored Term Funded Position
OPENING DATE: 08/11/17
CLOSING DATE: 09/10/17 11:59 PM
DEPARTMENT: Homeland Security & Emgncy Mgt
LOCATION: Santa Fe (City)

JOB DESCRIPTION:

NEOGOV is currently working on a system update for applicants who use screen readers. If you are applying with a screen reader and need assistance, please contact Andrea Rivera-Smith @ (505) 695-5606.

Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](#)

Purpose of Position:

This position will manage the State's Floodplain Management Program and requires knowledge of the National Flood Insurance Program (NFIP). This position executes extensive cooperation and coordination with the Federal Emergency Management Agency (FEMA) and conducts workshops, training sessions, and works directly with local governments, other state and federal agencies and the public on floodplain management. This position provides technical assistance to a broad range of customers including communities, engineers, property owners, surveyors and other organizations, and conducts Community Assistance Visits to investigate and assess compliance with the administration of the NFIP.

This position is a Pay Band EE.

THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL POSITION HAS BEEN FILLED.

CLASSIFICATION DESCRIPTION:

[Water Resources Professional II](#)

MINIMUM QUALIFICATIONS:

Bachelor Degree in a relevant Water Resources discipline (Agriculture Science, Hydrology, Geology, Environmental Science/Planning, Emergency Management, Water Resources, Engineering) and four (4) years of relevant experience. Master's Degree in the above disciplines

and two (2) years of relevant experience or Ph.D. in the above disciplines will substitute for the required education and experience.

Employment Requirements:

Employment is subject to a pre-employment background investigation and is conditional pending results. Must possess or ability to obtain, maintain, and retain a valid New Mexico Driver's License. Successful course completion of Incident Command System (ICS) 100 through 300, IS-700 National Incident Management System (NIMS) and IS-800.B National Response Framework (NRF) are required. Successful completion of the FEMA Emergency Management Institute Professional Development Series (PDS) expected within six months of hire.

Statutory Requirements:

N/A

SUPPLEMENTAL INFORMATION:**Benefits:**

Do you know what Total Compensation is?

<http://www.spo.state.nm.us/total-compensation.aspx>

Working Conditions:

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage and extended periods of sitting with some standing, bending, reaching, and walking. Short and continuous time frames and/or time constraints and performing duties under short timelines are a common occurrence Ability to lift and carry a minimum of 25lbs. Occasional work outside in inclement weather. Situations may warrant work in disaster field office(s) or a mobile operations center. Subject to recall during disasters and other emergencies.

Conditions of Employment:

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status:

Exempt.

Bargaining Unit:

This position is not covered by a collective bargaining agreement.

Agency Contact Information:

Wendy Blackwell, (505) 476-9676.

Link to Agency:

<http://www.nmdhsem.org/>

Applicant Help/How to Apply:

http://www.spo.state.nm.us/State_Employment.aspx

[Facebook](#)

[LinkedIn](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.spo.state.nm.us>

Job #2017-03106
STATE FLOODPLAIN COORDINATOR (DHSEM #23126)
AS

2600 Cerrillos Road
Santa Fe, NM 87505

justin.najaka@state.nm.us

State Floodplain Coordinator (DHSEM #23126) Supplemental Questionnaire

- * 1. *How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question. If you worked a part-time position (less than 40 hours a week) please be aware that your experience for this time period will be pro-rated. Additionally, if you have work experience that overlaps, you will only be credited for a maximum of 40 hours per week for that time period. Please note, that only related work experience will be considered.
- None
 - 3 months of experience
 - 6 months of experience
 - 1 year of experience
 - 2 years of experience
 - 3 years of experience
 - 4 years of experience
 - 5 years of experience
 - 6 years of experience
 - 7 years of experience
 - 8 years of experience
 - 9 years of experience
 - 10 years of experience
- * 2. Please indicate the highest level of education you have **completed**. If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.
- Eighth Grade
 - Tenth Grade
 - High School Diploma or GED
 - Associates Degree or Technical/Vocational Certificate
 - Bachelors
 - Masters
 - Juris Doctorate
 - Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate
- * 3. B9042A Do you have experience interpreting and applying National Flood Insurance Program regulations and guidance?
- Yes
 - No
- * 4. B9042A Do you have experience reading and analyzing Flood Insurance Rate Maps, grading plans, utility plans, construction drawings, drainage reports and watershed-scale planning documents?

Yes No

- * 5. B9042A Do you have experience providing National Flood Insurance Program to States, local communities and/or tribes?

 Yes No

- * 6. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

- * 7. B9042A Do you have experience providing technical assistance, designing, managing, overseeing or implementing flood mitigation construction projects?

 Yes No

- * 8. B9042A Do you have experience writing and evaluating grant applications, and monitoring and overseeing grants once awarded?

 Yes No

- * 9. B9042A Do you have professional experience related to implementation of floodplain management regulations and policy?

 Yes No

- * 10. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

- * 11. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited).

PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments uploaded are available for selection).

I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application.

I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement.

I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.

 I understand

- * Required Question