JOB POSTING

JOB TITLE: HAZARD REDUCTION PLANNER

DEPARTMENT: PLANNING & COMMUNITY DEVELOPMENT

SUPERVISOR: JOHN LAVELLE, DEPUTY DIRECTOR OF PLANNING & COMMUNITY DEVELOPMENT

SALARY: FULLY QUALIFIED SALARY $42,179.89 (SEE REQUIREMENTS) NOT FULLY QUALIFIED SALARY $38,548.49

HOURS: 37.5 HOURS WEEKLY

JOB OPENING: JUNE 1, 2020

DESCRIPTION

Under the supervision of the Deputy Director for Planning, the Community Development/Hazard Reduction Planner is responsible for:

- Promoting and performing organized planning to address the needs of communities within the County and provide for orderly growth, development and an improved quality of life.
- Providing technical program support and leadership to eliminate or reduce the negative effects of natural or technological disasters and probable damaging occurrences on individuals and property.
- Promoting sustainable economic and community development through the principles and methods of hazard mitigation, infrastructure, and emergency preparedness planning; with an understanding of physical social, economic, and environmental relationships.
- Initiating and conducting studies, data system development and maintenance, and special projects including gathering of data, preparation of analyses, evaluations, and recommendations.
- Mobilizing efforts to achieve long-range community development goals and objectives of the County.
- Utilizing resources and personnel to produce cost-effective, timely results.

SPECIFIC DUTIES

- Performs hazard mitigation planning, grant procurement, property acquisition or retrofitting and project administration; including case-specific determinations of property damage and cost/procedures documentation necessary to fulfill funding agency and legal requirements.
- Assists local municipalities in updating and implementing their Hazard Mitigation Plans, Emergency Preparedness Plans and Flood Plain Management Regulations in...
SPECIFIC DUTIES (CONTINUED)

accordance with state and federal requirements. Directs the update and implementation of the Lycoming County Hazard Mitigation Plan.

- Responsible for the coordination and administration of disaster-resistant community activities consistent with the above mentioned Hazard Mitigation Plan and other relevant guidance documents.

- Assists in the development and implementation of a strategic growth initiative and multi-objective Watershed Management Plans to address storm water, hazard mitigation and flood plain management issues.

- Initiate data system development, computerization and project implementation for hazard mitigation initiatives.

- Render specialized advisory recommendations and expert opinions for major zoning cases, County Zoning Hearing Board referrals, complex procedural matters and substantial proposed revisions to local and County zoning and subdivision/land development regulations pertaining to floodplain management and the NFIP.

- Assist in the implementation of the Lycoming County Comprehensive Plan projects and programs.

- Provide primary staff support and coordination for hazard mitigation projects, in which the County has an active role.

- Assist Development Services Supervisor to prepare hazard mitigation and floodplain management revisions to the County Subdivision and Land Development Ordinance and the County Zoning Ordinance.

- Performs flood plain determinations through GIS analysis by interpreting relevant D-FIRM products and surveyor produces elevation certificates.

- Provides training and assistance to local and municipal officials with flood plain ordinance administration.

- Render advisory recommendations for major sewage facility proposals and infrastructure grant/loan applications for facilities located in the floodplain.

- Monitors and maintains working knowledge of state and federal laws pertaining to hazard mitigation aspects of land use controls and community planning and court case precedent decisions having potential impact on Lycoming County ordinance and municipal ordinance administration.

- Encourage active citizen involvement and participation in local and countywide planning efforts by the development of seminars, workshops or training programs.

- Recognize the hazard mitigation community, economic, environmental and transportation impacts of land use and community planning decisions; advocate land use and community planning considerations in issues of a different functional nature or separate jurisdiction.

- Provide specialized technical assistance to the general public, other staff elements, county agencies, and local governments in hazard mitigation and floodplain management, community planning and other functions that require similar skills including PA Municipal Planning Code plan reviews as needed.

- Establish and maintain accurate, up-to-date case files containing such documentation necessary to make sound case specific recommendations and defend these recommendations upon challenge or litigation, and to serve as a data source for other planning work.
SPECIFIC DUTIES (CONTINUED)

- Monitors municipal utilization of case-specific hazard mitigation and floodplain management recommendations and the resulting developments, municipal ordinance and ordinance-administration effectiveness, and recommend actions needed to achieve improvements.
- Mediates or facilitates resolution of conflicts between developers and municipalities and other parties such as regulatory agencies, utilities, etc., as pertain to the hazard mitigation aspects of proposed subdivision or land development or regulatory policy and standards.
- Supervises professional consultant contracts for engineering or specialized technical services utilized in the performance or responsibilities; e.g. inundation mapping, engineering reviews and flood insurance studies.
- Maintains up-to-date technical specialized competence by studying emerging new professional practices and applying them in the fulfillment of responsibilities.
- Serves in the County Emergency Operation Center (EOC) as the Flood Coordinator and assists in the effort to collect Public Infrastructure Damage information during post-event recovery.
- Attends public meetings of municipalities and answers questions; promotes Lycoming County programs, plans and policies.
- Serves as the official County Hazard Mitigation Officer when designated by the County Emergency Management Coordinator.
- Performs other duties as may be needed.

SUPERVISORY RESPONSIBILITIES

Functional supervision and technical guidance of other assigned support staff, including clerical and interns.

WORKING CONDITIONS

Normal office conditions plus travel, night meetings and occasional field work in areas with natural hazards and during weather extremes; subject to County personnel policies.

JOB REQUIREMENTS

- Fully qualified requirements include a Bachelors degree in planning, public administration, emergency management, geography, geology, biology, urban studies, sociology (or other field closely related to the position), and four (4) years of related experience.
- Training, education, and experience desired in municipal government, real estate, land use planning and ordinance administration.
- Ability to communicate complex technical and regulatory matters effectively and courteously with regulated or uniformed parties; plus public speaking and written skills required, and ability to effectively use graphics.
- Competent knowledge of zoning, subdivision, sewage, flood plain, storm water, hazard mitigation programs, and related law and practices.
- Working familiarity with Microsoft Office, GIS, and related office equipment.
JOB REQUIREMENTS (CONTINUED)

- Current valid PA driver’s license and personal vehicle needed for work-related use.
- Successful completion of relevant courses at the FEMA Emergency Management Institute or relevant courses as determined necessary, for example E-273/L-273 Training.
- Certification as CFM (Certified Floodplain Manager), or the ability to secure this certification from the American Association of Floodplain Managers.
- Must submit to and pass a drug screening and background check per County policy.

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSTED TUESDAY, MAY 26, 2020

INTERESTED APPLICANTS SHOULD SUBMIT AN UPDATED RESUME AND LETTER OF INTEREST TO THE HUMAN RESOURCES OFFICE