

# OKLAHOMA WATER RESOURCES BOARD

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## Vacancy Announcement

December 2, 2016 through December 31, 2016

### Environmental Program Specialist II (R20B)

The Oklahoma Water Resources Board (OWRB) is seeking to hire an Environmental Program Specialist, Level II (R20B) in the Planning and Management Division's Floodplain Management Program. Under supervision, the selected applicant will conduct administrative and technical work related to the State of Oklahoma's administration of the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP). Oklahoma is responsible for supervising over 380 communities that participate in the NFIP.

**Salary Range:** \$44,000

**Description of Skills and Work Duties:** Strong customer service, analytical, organizational, and communication skills are required. Familiarity with computer software is required. Knowledge of Microsoft® Word, Excel, PowerPoint, and ArcGIS is preferred. Basic knowledge of Hydrology and Hydraulics and experience reading Flood Insurance Rate Maps (FIRMs) is preferred. Ability to present publicly and instruct at training sessions is a must. Work duties will require regular travel throughout the State. Examples of duties that will be performed include, but are not limited to the following:

- Conduct workshops and educational presentations for Oklahoma's Floodplain Administrator Accreditation Program as required by Program Manager.
- Assist communities in adopting new Floodplain Ordinances and Regulations.
- Review floodplain development permits on State owned and operated property.
- Perform FEMA-prescribed Community Assistance Visits/Contacts (CAVs/CACs).
- Assist the public with complaints regarding floodplain issues.
- Prepare technical documents and reports and make recommendations concerning remedial actions.
- Assist with FEMA's Risk Map Program, which identifies risks in various watersheds throughout the State.
- Assist with FEMA's Cooperating Technical Partner Program, which identifies and funds floodplain mapping projects throughout the State.

For additional information regarding work duties please contact Kent Wilkins at [kent.wilkins@owrb.ok.gov](mailto:kent.wilkins@owrb.ok.gov). To apply, please visit [www.jobs.ok.gov](http://www.jobs.ok.gov)



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