

LINCOLN COUNTY

Job Description

Position Title:	Floodplain Manager
Department:	Planning
Reports To:	Executive Director
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Non-exempt
Position Grade:	16
Last Revised/Approved:	Approved July 21, 2026

Please note: This position is grant-funded and is contingent upon the continued availability and renewal of grant funds. Continuation of employment is dependent upon both satisfactory performance and the availability of these funds.

POSITION SUMMARY:

The Floodplain Manager performs technical and professional work by providing floodplain management strategy, planning guidance, public engagement and facilitation knowhow, ordinance analysis and writing, and Geographic Information System (GIS) applications, as needed, in coordination with and at the direction of the Executive Director. The Floodplain Manager also provides technical assistance, research, and communication on topics including, but not limited to, enrolling in Federal Emergency Management Agency's (FEMA) Community Rating System, flood insurance requirements, grant writing and management, and community development to the Lincoln County Regional Planning Commission (LCRPC) Board, municipal leaders, and other entities in Lincoln County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides floodplain management technical assistance to Lincoln County's 19 municipalities and unincorporated territories; as well as other local communities at the Executive Director's discretion.
2. Assists communities in reviewing development proposals within a floodplain and/or making recommendations to improve municipal land use ordinances. Such support may include acting as a liaison between State agencies and the municipalities; reviewing and editing draft documents; and/or attending meetings to provide technical assistance and support to municipal committees (selectboards, planning boards, ordinance review committees, road committees, and/or comprehensive plan committees).
3. Provides education and outreach to communities about floodplain mapping projects and mitigation strategies. This may include workshops, educational materials, and one-on-one municipal support.
4. Assists communities with interpreting and enforcing National Flood Insurance Program (NFIP) floodplain regulations.
5. Assists Executive Director and other LCRPC staff in carrying out contracts with the Maine Office of Community Affairs (MOCA) and other state and federal agencies; and municipalities.
6. Assists Executive Director and other LCRPC staff in implementation of LCRPC initiatives including, but not limited to, the LCRPC Strategic Plan.

7. Works on long-range planning studies and initiatives for floodplain management and hazard mitigation with regional and State partners. This includes working with Maine Office of Community Affairs (MOCA) and other external stakeholders.
8. Provides direct support to County Government and the LCRPC for grant applications and grant management for public and private funding sources on floodplain and hazard mitigation issues. Where appropriate, provides grant assistance to municipalities. This may include, but is not limited to, circulating funding opportunity announcements, preparing letters of support for applications, assisting with project development for a specific grant application, and/or grant writing assistance.
9. Provides targeted support to communities engaged in developing comprehensive plans, with a focus on providing technical assistance on floodplain management and hazard mitigation topics. Support may include but is not limited to acting as a liaison between State agencies and the municipality; reviewing and editing draft documents; and/or attending meetings to provide technical assistance and support to municipal comprehensive plan committees on the above-mentioned topics.
10. Uses GIS software (such as ArcGIS and/or AutoCAD) for municipal and County projects, as needed.
11. Researches and analyzes economic, community, land use, environmental, and/or transportation data for use by LCRPC, Lincoln County towns, businesses, and non-profits, and state and federal agencies or organizations.
12. Other general duties include:
 - Performs related work as required and at the direction of the Executive Director.
 - Fosters relationships with key municipal and County officials and serves as the liaison with constituent groups.
 - Collaborates with other LCRPC staff to provide information and direct assistance to Lincoln County communities, businesses, and organizations.
 - Attends monthly LCRPC Board meetings.
 - Assists with public meetings, workshops, conferences, and other meetings as requested.
 - Responds to in-person, phone, email, or other routine inquiries for information.
 - Performs general duties, including but not limited to, communications, publications, mailing, and office tasks.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs additional duties as assigned.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of the LCRPC.
2. Be reliable and trustworthy.
3. Perform time sensitive tasks with accuracy within deadlines.
4. Be able to work on and manage multiple projects and tasks simultaneously.
5. Possess effective written communication, public presentation, and interpersonal skills.
6. Be a self-starter and be able to work with a minimum amount of supervision.
7. Be punctual for scheduled work and use time at work efficiently.
8. Be able to work harmoniously with LCRPC staff, board members, and the public.
9. Perform duties in a conscientious and cooperative manner.
10. Be neat and maintain a professional appearance.
11. Possess a valid Maine driver's license.

12. Maintain confidence by keeping information concerning employees, personnel issues, and County operations confidential.
 13. Demonstrate professional growth and enhancement of technical skills to support changing organizational needs.
 14. Be able to take on added responsibilities as the organization's goals evolve and expand.
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MINIMUM QUALIFICATIONS:

The following experience and skills are considered essential:

- At least 3 years of professional experience in floodplain management, planning, engineering, hydrology, surveying or a closely related field.
- A college degree in community planning, environmental science, geography, hydrology, engineering, urban design/architecture or a closely related field. Relevant experience can be substituted for education requirements on a year for year basis.
- Obtains and maintains a Certified Floodplain Manager (CFM) certification through the Association of State Floodplain Managers (ASFPM) within the first year of hire, ideally within the first six (6) months.
- Effective written communication, public presentation, and interpersonal skills.
- Demonstrated knowledge and application of GIS software and Microsoft Office.
- Experience with major state and federal funding programs.
- Ability to work flexible hours on occasion, which may include attending early morning or evening meetings.

PREFERRED QUALIFICATIONS:

The following qualifications are not essential but ideal candidates will often possess one or more:

- A bachelor's degree in a field related to planning, natural resources, geography, hydrology, engineering, or a closely related field.
- Experience with website design and social media outreach a plus.
- Knowledge of Midcoast Maine preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Federal and State Laws pertaining to planning, floodplains, and environmental sciences
- Excellent communication skills and team building ability.
- Strong organizational and prioritization skills.
- Strong research and analytical skills, including online research.
- Ability to actively listen and accept criticism.
- A comfort with public speaking and describing complex and highly technical concepts using accessible language.
- Ability to communicate effectively both orally and in writing, including the ability to develop educational materials, ordinances, and other written materials.
- Ability to work with minimal supervision

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, talk, hear, and use hands and fingers to operate a standard computer keyboard and mouse. The employee is occasionally required to stand and walk. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves a very busy office environment at times, with frequent interruptions and deadlines. The incumbent must be able to deal with this kind of work environment and to maximize the use of his/her time to accomplish as many tasks as possible within the time available.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act (ADA), must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employer reserves the right to revise or change job duties and responsibilities as the business/grant requires. Employment remains at-will and subject to the terms of the grant agreement.

Employee Signature

Date

Supervisor Signature

Date