

**Opening Date:** January 31, 2020  
**Closing Date:** Open Until Closed  
**Work Location:** Austin, Texas  
**Posting Number:** 20-28  
**Monthly Salary:** \$3,750-\$4,170.16\*  
**Group/Class:** B19/0517  
**Travel %:** 25%  
**Division/Department:** WSI/FP/Regional Flood Planning  
**Number of Positions:** 3

**\*Salary commensurate with experience & qualifications**

## **JOB VACANCY NOTICE**

### **Regional Flood Planner (Planner II)**

*Texas Water Development Board, Stephen F. Austin Building  
1700 North Congress Ave., Room 670, Austin, Texas 78701*

*Please contact Human Resources for accommodation requests.  
Phone: (512) 475-2142*

*Apply at: Work in Texas [www.workintexas.com](http://www.workintexas.com) OR  
[HR@twddb.texas.gov](mailto:HR@twddb.texas.gov)*

**We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twddb.texas.gov/jobs/benefits.asp>**

#### **Veteran's Preference**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of OS Operations Specialists, 59A Strategist, MGT17 Planning, 16RX Planning and Programming or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_PlanningResearchandStatistics.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_PlanningResearchandStatistics.pdf)

#### **Job Description Summary**

Performs routine (journey-level) planning and research work on this newly formed Regional Flood Planning Team. Opportunity to participate in the establishment of a new, legislatively-mandated regional and state flood planning program and Team. These planners will be supporting and coordinating the development of regional flood plans by regional flood planning groups. Coordinates and manages flood planning grant contracts for development of regional flood plans. Serves as liaison (non-voting member) on regional flood planning groups in this very public, high-profile process as the groups develop the first regional flood plans in Texas. These planners will provide unbiased technical and administrative assistance to regional flood planning groups including assisting the groups in understanding and navigating the state flood planning framework, rules and guidance, reviewing the draft flood plans, informing and educating stakeholders including making presentations. Supports agency project development teams and evaluates flood projects as part of the agency funding application process. Assists in developing the state flood plan. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Manager of the Regional Flood Planning Department.

#### **Essential Job Functions**

- Manages research and planning contracts for regional flood planning and related studies to assure products meet the intent of the scope of work, rules, and statutory requirements.
- Serves as the liaison (non-voting member) and provides direct technical and administrative assistance to multiple regional flood planning groups to facilitate the timely completion of their regional flood plans and studies.
- Tracks the progress of and provides proactive assistance to the regional flood planning groups in the form of information sharing, training, and explanation of flood planning requirements.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twddb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

HR-002 (Non-Supervisory)

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## Job Vacancy Notice (cont.)

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- Performs other routine contract management duties such as reviewing and approving payment requests and ensuring timely processing of contract amendments, budget memorandums, or subcontracts.
- Provides technical assistance for planning contracts and reports on planning projects.
- Prepares and evaluates information and reports and makes presentations.
- Participates in technical, policy, and interagency planning meetings.
- Supports one or more multi-disciplinary Regional Water Project Development teams through promoting funding programs at stakeholder meetings, and application review for funding flood-related infrastructure projects.
- Reviews and evaluates planning deliverables for contractual, rule, and statutory compliance and approval.
- Maintains contact and membership data for assigned regions.
- Ensures information for assigned regions is accurate and up to date on the Texas Water Development Board (TWDB) website.
- Assists in providing quality control review of flood project prioritization information.
- Assists in compiling, writing, and otherwise developing TWDB and policy items as well as the state flood plan and other program materials.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

### **Minimum Qualifications**

- Graduation from an accredited four-year college or university with major course work in City or Regional Planning, Engineering, Hydrology, Geology, Economics, Geography, Business or Public Administration, or a related field.
- Three to five years of experience in planning-related work, engineering, hydrology, geology, or public administration.
- Relevant education and experience can be substituted on a year-for-year basis.

### **Preferred Qualifications**

- Graduate degree from an accredited college or university with major course work in City or Regional Planning, Engineering, Hydrology, Geology, Geography or Public Administration, or related areas.
- Two years of professional experience in flood-related planning, mitigation, response or recovery, land-use planning, flood modeling and mapping, or closely related planning work.
- Licensed as a Professional Engineer by the State of Texas.
- Floodplain Manager Certification from the Texas Floodplain Managers Association.

### **Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to flood and planning; and of the principles and practices of public administration.
- Knowledge of hydrology, hydraulics, engineering, and planning principles relevant to Texas.
- Knowledge of Texas water laws and institutions and the process for regional and state flood planning.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in writing and preparing reports and presentations.
- Ability to confidently speak in public settings including with media present.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.

## Job Vacancy Notice (cont.)

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- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 25% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to evaluate planning material.
- Ability to analyze and evaluate data.
- Ability to complete multi-disciplinary planning projects involving diverse groups and stakeholders.

### **Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.