



## Position Description

### Kenai Peninsula Borough

---

#### **Program Manager - Seward Bear Creek Flood Service Area (SBCFSA)**

#### **Service Type: Administrative, Level 3**

**Definition:** The **Program Manager, Seward-Bear Creek Flood Service Area** (SBCFSA) is responsible for managing the Seward-Bear Creek Flood Service Area as authorized by the Kenai Peninsula Borough Code of Ordinances, Title 16: Chapter 16.50; §010 - .200 and the By-Laws of the SBCFSA Board of Directors. The position reports to the SBCFSA Board of Directors and to the Borough Mayor.

**Minimum Qualifications:** Bachelor's degree in natural resource sciences or municipal planning. A bachelor's degree may be substituted for high school diploma and four years of equivalent knowledge and competency as demonstrated by experience in hazard mitigation, natural resources, community planning or project management in related field. Certified Floodplain Manager Qualification or must obtain Association of State Floodplain Managers certification within six months of hire date. Demonstrated experience conducting public meetings, citizen engagement, educational outreach and collaborating with diverse stakeholders such as community groups, government, Tribal and non-governmental agencies. Demonstrated supervisory and project management experience. Must possess excellent verbal and written communication skills. Practical experience using interactive mapping viewers and developing products using map reading and interpretation skills. Experience working on a disaster Incident Management Team is desired. Must have completion of Incident Command System (ICS) and National Incident Management System (NIMS) courses: IS-100, 200, 300, 700, and 800 or their equivalent within first year of employment. Must have experience with Microsoft MS Office products and other platforms as required. Must possess a valid, unrestricted Alaska driver's license.

**Preferred Experience and Skills:** Practical experience in municipal government policy, budgetary process and departmental financial oversight strongly preferred. Experience with project development, permitting, management and implementation. Experience with ArcGIS viewers and floodplain modeling software. Grant management knowledge with state and federal regulations. Familiar with floodplain management, state and federal regulatory processes.

**Essential Functions:**

1. This role is responsible for the provisions of various flood mitigation and community resilience outputs including planning, coordinating, implementing and supporting programs and projects. This position supports the work of the SBCFSA Board of Directors. The Program Manager has considerable latitude to exercise independent initiative and judgement, with oversight by the Board and the Mayor to implement approved initiatives, plans or programs within the service area.
2. Serves on project development teams for multi-agency projects.
3. Oversees grant-funded projects from application development to project closeout requirements.
4. Gathers and analyzes data, including benefit-cost analyzes, prepares staff reports, maps and other relevant information, formulates and presents recommendations to the SBCFSA board for the development of mitigation and stream maintenance plans and projects, including attendance and presentations during board meetings. Prepares reports, memoranda and ordinance for presentation to the board and assembly.
5. Prepares reports, plans and procurement proposals for various types of mitigation projects.
6. Prepares permit applications and obtain required permits from various agencies. Ensures compliance with borough code for all work, and if required, state and federal laws, rules and regulations.
7. Participates in negotiation of contracts for professional and construction services in conjunction with the KPB Purchasing and Contracting department. Purchases and expedites materials and equipment; coordinates with a variety of other government and/or private contractors and agencies.
8. Assists the Kenai River Center and the City of Seward with the floodplain development permitting process and reviews floodplain conveyance calculations as needed.
9. Performs field activities to include project site visits, survey measurements and field inspections of properties and/or streams.

Position Description – Program Manager: SBCFSA

Essential Functions (continued)

10. Assists with hydrologic/hydraulic analysis and floodplain mapping as qualified.
11. Prepares the SBCFSA annual budget following borough finance guidelines for board approval and for presentation to the Mayor and assembly.
12. Oversees all aspects of SBCFSA finances, including but not limited to, all purchasing needs for the service area; monitoring SBCFSA financial reports; preparing and processing all necessary borough finance documents for purchasing, accounts payable and budget revisions.
13. Acts as SBCFSA liaison with local, borough, state and federal agencies and attends meetings as approved by the chair and/or the Mayor.
14. Researches, organizes and prepares educational mailings and workshops in conjunction with other borough departments for public outreach.
15. Provides information to the public on service area functions, floodplain regulations, permitting and science and National Flood Insurance Program.
16. Supervises and trains assigned support staff as assigned.

**Other Duties:**

1. Assists in emergency response incidents within the SBCFSA as a member of the incident management teams as needed.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to communicate orally and to use hands and fingers dexterously to operate office equipment; regularly required to sit; and occasionally required to stand, walk, and reach with hands and arms. This position requires the ability to drive to project sites, access non-road accessible land and walk uneven terrain in the field. The employee must occasionally transport up to 30 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Description Record:**

---

**Date Updated:** 02.13.2023

**Reason for Update:** New

---