

- Monitors the authorization of the connection of utilities by appropriate utility provider on construction/activities that have fully complied with applicable regulatory provisions
- Monitors all fees collected, properly accounts for receivables, and forwards monies collected and accompanying reports to direct supervisor
- Manages and performs the review, processing, and issuance of bingo licenses
- Assists the Community Rating System (CRS) program coordinator, and ensures that all program activities are completed in accordance with program guidelines for participation
- Assists the Floodplain Manager in the issuance of flood zone designations and elevation requirements
- Oversees the maintenance of the database of all parish permitting activities to ensure that files and records remain current and that the Parish maintains compliance with terms and conditions of participation in the National Flood Insurance Program

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Prepares legislative documents required for revision to the various development ordinances
- Routinely interprets the Lafourche Parish Flood Insurance Rate Maps
- Assists in the completion of annual audit by retrieving departmental documents
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

May supervise part-time, temporary, and permanent clerical staff in the performance of job duties. Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. High school diploma or general education degree (GED); and one (1) to three (3) years related experience and/or training; or equivalent combination of education and training in the administration of public regulatory programs. Must possess the ability to exercise independent judgment within established systems and procedures. Extensive knowledge of Lafourche Parish laws and regulations regarding building and development, especially as it relates to the regulatory requirements of the National Flood Insurance Program and associated floodplain management requirements required.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, building plans and specifications and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper administration of a comprehensive parish regulatory program; must have knowledge of appropriate management and supervisory skills to supervise assigned personnel; and, basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.

- Must possess the ability to establish and maintain effective working relationships with developers, architects, engineers, and the general public; and work under stressful conditions and with frequent interruptions.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will 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, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee must occasionally lift and/or move up to 15 pounds, stoop, climb, and balance. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is normally moderate and occasionally noisy.