

**Luzerne County Flood Protection Authority**  
**Wilkes-Barre, Pennsylvania**

**Job Description:** Deputy Director  
**Employment Status:** Regular Full-Time/Non-Union/Exempt  
**Reports To:** Executive Director

**DEPUTY DIRECTOR**

**Summary:**

The Luzerne County Flood Protection Authority is tasked with the operation, maintenance, repair, replacement and rehabilitation of the Federally authorized Wyoming Valley Flood Risk Management Project, near Wilkes-Barre, Pennsylvania. The Deputy Director is a management level position within the Luzerne County Flood Protection Authority and reports directly to the Executive Director. This position supports the activities of the Executive Director and includes, but is not limited to, project management responsibilities on construction and capital improvement projects, maintenance and security of all Authority facilities, administration of the levee fee, administration of occupancy license agreements, and other related duties as required by the Executive Director.

**Essential Job Functions:**

The following administrative support functions are typical for this classification. Incumbents may not regularly perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as determined by the Executive Director or the Board members.

- Assist the Executive Director to oversee and coordinate emergency operations regarding the Wyoming Valley Flood Risk Management Project during high water events along the Susquehanna River.
- Assist the Executive Director to administer the remaining property acquisition activities required to close-out the Wyoming Valley Levee Raising Project.
- Provide management of all existing occupancy license agreements on file with the Authority. These duties include working with the Authority's solicitor to update old agreements and lease terms; and working with the Authority's accountant to get the annual billing statements issued through our Intuit Quickbooks financial accounting system.
- Perform as a project manager to oversee, direct, deny, and accept work being performed by contractors or other vendors on system facilities, and to assist in the development of contracts, quantities, plans, and specifications for facility construction, rehabilitation, or repair.
- Provide project management and contract compliance for all architectural, engineering and other professional services agreements.

- Assist the Levee Operations Supervisor to plan and schedule maintenance projects in assigned locations along the flood protection system.
- Assist the Executive Director in coordinating and escorting representatives of the United States Army Corps of Engineers during their annual inspection of the flood protection system.
- Assist the Executive Director in performing the annual Toby Creek Impoundment Basin dam inspection and in preparing and submitting the inspection results report to the PA DEP Bureau of Waterways Engineering, Division of Dam Safety.
- Assist the Executive Director, at times, to represent the Luzerne County Flood Protection Authority at various public meetings, conferences and community education events.
- Provide technical assistance to ratepayers, real estate agents, buyers of property and others on all aspects of the annual levee fee that is imposed on the residential, commercial, industrial and tax-exempt properties inundated by the historic 1972 Agnes Flood.
- Provide technical assistance to members of the public, local municipalities, developers, contractors, service agencies, etc. regarding miscellaneous flood related issues.
- Assist the Mitigation Specialist, at times, in the collection of field data to support the Authority's annual asset inventory protocol.
- Assist the Mitigation Specialist, at times, in the preparation and development of grant applications.
- Attend Authority Board meetings in support of the Executive Director and to be prepared, at times, to report on project activities.
- Assist at times in the performance of various daily administrative office duties.

**Required Knowledge, Skills and Abilities:**

- Good knowledge of engineering principles and practices governing the design, development and oversight of public works maintenance and capital projects.
- Good knowledge of technical materials, methods and techniques commonly employed in the construction, maintenance and operation of public works projects.
- Knowledge of and ability to set goals, objectives, methods and techniques applicable to the development and enforcement of management and maintenance programs of flood protection facilities.
- Ability to organize information through the development and maintenance of project administration files.
- Good oral and written communication skills to correspond and interact with all levels of management and others outside of the organization.
- Ability to establish, maintain and grow effective working relationships with Board members, legislators, staff and representatives of other County agencies, contractors, vendors, and the public.
- Ability to express ideas and communicate to the Executive Director on technical and/or administrative subjects, both orally and in writing.

Deputy Director  
12/17/2019

**Environmental Conditions:**

- Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other office personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen.
- Work, may at times, be performed under a range of weather conditions including extreme heat, cold, rain, snow and ice.
- All Authority facilities and vehicles are tobacco free locations.

**Physical Requirements:**

- Ability to effectively operate and utilize a personal computer and peripherals. Able to tolerate periods of continuous sitting. May, on an infrequent basis, assist with lifting up to 50 pounds.
- May, on an infrequent basis, walk long distances along the flood protection system.
- Complies with all requirements of the Federal Drug and Alcohol Testing program.

**Minimum Qualifications and Experience:**

- Candidates must possess a Bachelor of Science degree from an accredited college or university in civil engineering or other closely related field of engineering.
- A minimum of two (2) years' experience in engineering, project management in an administrative and/or operational capacity, infrastructure or flood resiliency.
- Or any equivalent combination of acceptable education, training and experience which has provided the knowledge, skills and abilities cited above.
- Ability to effectively utilize a personal computer, peripherals, and related Microsoft Office word processing, spreadsheet and database management programs.
- Eligibility for certification as a Certified Floodplain Manager (CFM) as issued by the Association of State Floodplain Managers, Inc. (ASFPM), and possession of such licensure within one (1) year of appointment.
- Eligibility for licensure as a Professional Engineer as issued by the Commonwealth of Pennsylvania, and possession of such licensure within three (3) years of appointment would be a plus but not a mandatory requirement.
- Holds valid Commonwealth of Pennsylvania driver's license.

**Application deadline is Friday, January 24, 2020**  
**Send cover letter, application, resume and references to**  
**Christopher J. Belleman, Executive Director at**  
**[cbelleman@lcfpa.org](mailto:cbelleman@lcfpa.org)**

or

**Send hard copy to:**  
**Luzerne County Flood Protection Authority**  
**P.O. Box 1909**  
**Kingston, PA 18704**

(Application can be found on the Authority website [www.lcfpa.org](http://www.lcfpa.org))

The Authority is an EEO/ADA Employer