

RESOLUTION <sup>25</sup> SERIES 2014  
A RESOLUTION ESTABLISHING THE HOURLY RATE STRUCTURE AND OTHER DETAILS OF THE  
POSITION OF  
CERTIFIED FLOODPLAIN ADMINISTRATOR

WHEREAS, the Town Board of Jamestown, CO experienced a flood on September 11, 2013 and the Department of Local Affairs provided the Town a grant to hire a Certified Floodplain Administrator to assist with the flood recovery efforts; and

WHEREAS, the Board of Trustees by this resolution desires to establish the hourly rate structure and other details of the position;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF JAMESTOWN, COLORADO:


Section 1. The Town Board of Jamestown, CO hereby establishes the position of Certified Floodplain Administrator, which shall be an hourly position of employment. The hourly rate is \$25.

Section 2. The Town Board further adopts for such position the job description and other details set forth on the position description attached hereto and incorporated herein by reference.

INTRODUCED, READ AND ADOPTED this 14<sup>th</sup> day of July, 2014.

  
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TARA SCHOEDINGER, MAYOR

Attest:

  
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MARY ELLEN BURCH, TOWN CLERK

**Town of Jamestown**  
**Position Description – Certified Floodplain Administrator**

Section 1. Position Title: Certified Floodplain Administrator

Section 2. Job Description: To administer, implement and enforce the provisions of Ordinance 8, Series 2012 and other appropriate sections of 44 CFR (National Flood Insurance Program Regulations) pertaining to floodplain management.

Section 3. Supervision: Receives general direction from the Mayor and serves as a contractor at the pleasure of the Town Board.

Section 4. Duties & Responsibilities: As outlined in Ordinance 8, Series 2012, Article IV, Section B

Section 5. Hours: As needed, but not to exceed 40 hours/week

Section 6. Status: Hourly, contract

Section 7. Leave: Employee shall not be eligible for paid absence.

TARA BOHNER, MAYOR

MARY ELLEN BURCH, TOWN CLERK