



Rapides Area Planning Commission
1405 Frank Andrews Blvd
Alexandria, LA 71303
(318)487-5401

Position Description

Hazard Mitigation Planner

Tasks and Responsibilities

Reports to the Assistant Director

I. HM Project Management and Grant Management

Management and coordination of all aspects of hazard mitigation projects – studies, buyouts, elevations, infrastructure improvements, etc. Assist with closeout of two ongoing projects: Greenway Park Buyout and Masonic Drive Drainage Improvements). Procure, approve payments, invoice, track, and report on all tasks per project and per funding source requirements.

II. Project Development and Grant Writing

Coordinate the implementation of projects within the Rapides Parish Comprehensive Resiliency Plan. Work with local and regional stakeholders to develop (scope and estimate) and prioritize needed HM projects. Run benefit cost analyses on projects to determine viability and competitiveness per potential funding source and work with stakeholders to secure any required matching funds. Develop and submit proposals for all available HM grant sources.

III. Metropolitan Planning Area Stormwater Study Development

Perform work tasks per the LADOTD approved RAPC proposal: Develop existing conditions report; conduct background research on previously planned and funded improvements to the system; identify stakeholders, assess needs, and conduct public outreach; coordinate the development of a hydrologic and hydraulic model for the planning area; draft final report.

IV. Reporting

In addition to the meeting all state and federal reporting requirements per funding source; provide monthly reports to director for board updates, quarterly reports (minimum) to jurisdictional authority per project, and regular graphic-based/website-friendly reports for RAPC website.

V. Other HM and Administrative Functions

Provide assistance as requested by division head or director to other staff as experience or expertise permits.