Purpose

This is a professional position designed to implement disaster recovery programs under the Louisiana Office of Community Development (LOCD). The position will oversee or assist in the administration of disaster recovery programs in observance of federal and state statutory requirement and regulations and policies. This position requires a particular knowledge of aspects of disaster recovery, disaster CDBG programs, FEMA programs and other federal and state recovery initiatives and key disaster recovery entities and organizations. Work involves overseeing, reviewing and preparing HUD (24 CFR 58) and NEPA documents, evaluating inspections, surveys, assessments, or investigations to ensure compliance with environmental laws; overseeing and evaluating environmental impacts, identifying and monitoring appropriate mitigation measures to minimize impacts, hazards and other issues that can affect the health of the environment or population.

Essential Functions

(Duties are illustrative and not comprehensive. Responsibilities may vary with individual assignment.)

Provides technical assistance to grantees, to assure that all projects and expenditures comply with federal rules and regulations and program agreements.

Provide specialized guidance on recovery program areas, as it relates to policy and implementation.

Assists the division in interpretation and understanding of specialized program directives, best practices, applicable regulations, and legislation.

Coordinates with key partners and agencies for special disaster recovery needs and in the area of specific technical expertise.

Provides highly responsible and complex technical support in specialized recovery effort to division Director or designee and OCD management.

Inform, interpret for, and advise Housing, Public Housing, Native American Programs, and Office of Community Planning & Development (CPD) program staff on all policy and procedural requirements to be followed in carrying out HUD’s responsibilities under the National Environmental Policy Act of 1969 (NEPA), the National Historic Preservation Act of 1966, environmental sections of the Housing and Community Development Act of 1974, regulations and guidelines of Council on Historic Preservation, Executive Orders, HUD regulations and issuances, and other HUD and Federal authorities related to the environment, including wetlands, noise, coastal zones, aquifers, air and water quality, floodplain management, endangered species, and historic and archaeological preservation.

Oversees, reviews, and approves categorical exclusions, environmental assessments, and other HUD 24 CFR 58/NEPA required technical reports, to ensure compliance with applicable state and federal environmental or public health laws, rules, regulations, policies, and procedures.
Oversees and evaluates the environmental or public health impact of infrastructure and housing projects as they relate to the following areas: noise pollution, air and water quality, wetlands and floodplains, hazardous materials, socioeconomic and environmental justice, biological resources, threatened and endangered species, geological areas, contamination and toxic substances, and cultural/historic resources.

Performing or managing the development of environmental compliance reviews such as categorical exclusions, environmental assessments, or environmental impact statements for housing, community development, or federal disaster assistance projects under National Environmental Policy Act (NEPA) of 1969 (83 Stat. 852) [42 U.S.C. 4321] and associated federal implementing regulations.

Providing training or technical assistance related to federal agency NEPA implementing regulations and the preparation of categorical exclusions, environmental assessments, environmental impact statements related to housing, community development or federal disaster assistance projects.

Identify training needs and train program staff and staffs of responsible entities who assume 24 CFR Part 58 environmental review responsibilities on the techniques of preparation of environmental assessments and grantee Environmental Review Records.

Coordinates with various regulatory agencies on the development of Programmatic Agreements and Memoranda’s of Understanding to facilitate environmental clearance.

Coordinates with staff and other state, federal, and regulatory agencies and various groups on environmental or public health issues; and designs and monitors programs to address and mitigate identified issues.

Conducts audits to ensure environmental records management procedures are being followed as required.

Reviews, evaluates, monitors, and/or approves consultant work, research programs, or special studies.

Interpret laws and regulations, to apply scientific principles, to detect and evaluate environmental or public health hazards.

**Qualifications:**
A baccalaureate degree in environmental or natural sciences, environmental engineering plus 5 years of professional level experience in environmental work or public health and safety work.

**Preferred Qualifications**
Master’s degree from an accredited college or university in environmental sciences or engineering.
Knowledge of environmental laws and regulations per HUD 24 CFR 58/NEPA, and experience conduction mitigation monitoring and environmental compliance inspection and enforcement.
Knowledge of Community Development Block Grant
Knowledge of Federal Emergency Management Agency Public Assistance Program
Professional experience with communications/public relations
Microsoft office advanced, particularly in SharePoint and/or Excel

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