*Rural Community Assistance Corporation*

**Job Description**

***Rural Development Specialist***

**Classification:** *Grade E* **Department:** *Community and**Environmental*

**Status:** *Exempt* **Supervisor:** *Regional Environmental Manager, CES*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) non-profit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. Our dedicated staff and active board work to make our vision of vibrant, healthy and enduring rural communities a reality across the West.

**Community and Environment Department**

RCAC’s environmental staff works with rural water, wastewater and solid waste systems to make them sustainable. Staff works with the volunteer boards of directors and staff of the small systems to make sure they comply with state and federal regulations and understand the finances and operations of the systems. Outcomes of RCAC’s work include: system regulatory compliance; access of resources for capital improvement projects; as well as, capacity building of boards and staff on technical, financial and managerial best practices.

**Position Description**

The Rural Development Specialist (RDS) provides technical, managerial, and financial (TMF) assistance to small disadvantaged community water and wastewater systems, and colonias, so that they can operate sustainably and deliver quality services to the communities served. The RDS also facilitates discussions for utilities considering partnerships and consolidations with other systems.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include but are not limited to:**

* Conduct Technical, Managerial and Financial (TMF) assessments
* Conduct rate analyses for water and wastewater utilities
* Assist utilities in the development of budgets and financial reports
* Develop work plans to address system needs and provide training and technical assistance to build capacity of utilities
* Provide board training and guide local utility boards through the requirements or conditions to access federal grants / loans
* Assist utilities to achieve compliance with the Safe Water Drinking Act and Clean Water Act
* Promote, facilitate and mediate community partnerships to maximize limited resources
* Plan, prepare, and deliver group and one-on-one adult trainings and workshops to utility staff, board of director and community members
* Provide excellent customer service
* Perform other duties as assigned

**Skills and Qualifications**

* Three years minimum experience in water and or wastewater treatment processes, operations, and technology
* Three years minimum experience managing, directing or supervising project management and infrastructure capital improvement projects
* Significant knowledge of financing options for rural utilities
* Knowledge of principles of utility management
* Knowledge of government programs and regulations related to water and wastewater
* Proficiency with personal computers including Microsoft Office
* Data analysis and rate setting experience
* Ability to read and interpret financial statements
* Able to complete administrative requirements related to work responsibilities such as recording work completed in databases, evaluating and documenting tasks and technical assistance to communities
* Ability to listen effectively and communicate verbally and in writing
* Ability to work with minimum supervision and handle multiple priorities simultaneously

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to 2 days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position.

A typical qualifying combination would be:

Experience:

Three years of applicable experience in water and or wastewater utility or other closely related field.

Experience in environmental project management, water or wastewater facilities management or related environmental fields (if a higher level of related education is possessed than is required, this education may be substituted for the experience requirement up to a maximum of one year). Experience in training, facilitating and mediating community programs/projects is highly desirable.

Education:

Bachelor’s degree (additional qualifying experience may be substituted for the required education).

**Special Requirements:**

Complete course work and pass associated test(s) for 11 core competency courses and achieve internal trainer certification within two years of the date of hire, as required by RCAC’s environmental staff competencies program

Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of RCAC corporate liability policy will be required when traveling for business purposes.