

Rural Community Assistance Corporation
Job Description

Rural Development Specialist
(Tribal Circuit Rider)

Classification: *Grade 10*
Status: *Exempt*

Department: *Community and Environmental Programs*
Supervisor: *Regional Field Manager*

Organization

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

Community and Environment Department

RCAC's comprehensive community and environmental services support rural communities to create a vision, set goals and implement an action plan for community development projects. We work with rural water, wastewater and solid waste systems to make them sustainable. We work 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; and capacity building of boards and staff on technical, financial and managerial best practices.

Position Description

The Rural Development Specialist Tribal Circuit Rider (CR) provides technical assistance to small and disadvantaged Tribal utilities so that they can operate sustainably and deliver quality services to the communities served. The CR works closely with Tribal utility operators and utility managers to assist them in the operation and management of drinking water and wastewater systems. The CR also prepares and delivers classroom, virtual and individual trainings as needed to build the capacity within utility staff.

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

- Provide hands-on technical assistance and training to Tribal utility operators
- Build Tribal capacity to effectively manage drinking water and wastewater systems
- Work closely with federal regulators to increase Safe Drinking Water Act (SDWA) compliance on Tribal land.
- Respond to calls from Tribes to address specific issues
- Provide direct assistance and service to utility staff to build technical, managerial, and financial capacity to achieve long term sustainability
- Assess utility needs and recommend solutions to identified gaps
- Promote and facilitate partnerships to maximize limited resources
- Develop, prepare, and deliver group and one-on-one trainings
- Provide excellent customer service

- Prepare activity and outcome reports as required
- Perform other duties as assigned

Skills and Qualifications

- Ability to manage technical aspects of field work related to water and/or wastewater
- Be community oriented and able to work with rural and Tribal communities with varying cultural beliefs and traditions, and to demonstrate sensitivity and discretion in all aspects of work
- Facilitation, mediation and meeting management skills in person and online
- Ability to troubleshoot, innovate, and problem-solve
- Proficiency with personal computers including Microsoft Office Suite
- Ability to complete administrative and reporting requirements related to work responsibilities in a timely manner
- Ability to listen effectively and communicate, verbally and in writing
- Ability to work with minimum supervision and effectively prioritize multiple tasks
- Ability to work independently as well as in team environments
- Experience hosting or presenting trainings using online platforms

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 drinking water, wastewater, environmental project work, or other closely related field. A bachelor's degree in a related field may be substituted for the experience. Experience in training, facilitating and mediating community

programs/projects is highly desirable. Experience working with Tribal communities preferred.

Education:

High School diploma or equivalent with qualifying experience required.

Bachelor's degree preferred but not required.

Special Requirements:

Possession of a valid driver's license and proof of insurance that meets the minimum requirements (\$100,000/\$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.

RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.