*Rural Community Assistance Corporation*

**Job Description**

 ***Rural Development Specialist– Water/Wastewater***

*Oregon (prefer Pendleton area)*

**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 is working to make our vision of vibrant, healthy and enduring rural communities a reality across the West.

**Community and Environment Department**

RCAC’s environmental staff work with water, wastewater and solid waste systems in rural areas to assist utilities and communities in achieving long term sustainability. RCAC works with volunteer board of directors and small system staff to ensure compliance with state and federal regulations and to understand system finances and operations. 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 – Financial (RDS) will primarily provide financial assistance to small disadvantaged community water and wastewater systems. This position will focus on providing technical assistance to develop infrastructure projects and sustainable utility practices. The RDS will work with community boards, city and tribal councils and facilitate 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 assessments for water and wastewater utilities, nonprofit organizations and small government agencies
* 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
* Plan, prepare, and deliver group and one-on-one adult trainings and workshops to utility staff, board of director and community members
* Perform other duties as assigned

**Skills and Qualifications**

* Commitment to rural communities, water, wastewater and/or public health
* Knowledge of government programs and regulations related to water and wastewater
* Proficiency with personal computers including Microsoft Office and Quickbooks
* Data set management experience
* Understanding of financial statements
* Understanding of administrative processes of a water and wastewater systems
* Ability to listen effectively and communicate verbally and in writing
* Familiarity with financing options for rural utilities
* Previous experience working with tribally-owned utilities highly desirable
* 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 individuals 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 related experience in nonprofit or small government accounting or other closely related field
* Experience in environmental project management, water or wastewater facilities management or related field (a higher level of related education may be substituted for experience).

Education:

* Bachelor’s degree (additional qualifying experience may be substituted for 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.