**Rural Community Assistance Corporation **

3120 Freeboard Dr., Ste. 201

West Sacramento, CA 95691

**PHONE (916) 447-2854●FAX (916) 447-2878**

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| **JOB DESCRIPTION** |
| Job Title: | Assistant Field Manager, Environmental  | Salary Grade: | 12 |
| Status: | Exempt | Supervisor: | Regional Field Manager |
| Unit: | Environmental | Department: | Community and Environmental Services |

*Founded in 1978, RCAC is a 501(c)(3) nonprofit that operates in 13 western states and Pacific Islands. RCAC partners with underserved rural and Indigenous communities to achieve their vision and wellbeing through technical assistance, training, financial resources and advocacy. Throughout RCAC’s history, our dedicated staff and active Board have supported positive change in rural communities across the West. Our work reflects our core values of leadership, collaboration, commitment, quality, and integrity.*

**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 also work with small systems’ boards of directors and staff to make sure they comply with state and federal regulations and understand system finances and operations. The outcomes of RCAC’s work include system regulatory compliance; access to resources for capital improvement projects; and board and staff capacity building in technical, financial, and managerial best practices.

**General Purpose:**

Under general supervision of the Regional Field Manager, this role will work within select water/wastewater program areas to provide technical assistance and training services directly to communities or small utilities and will supervise one to three staff members. Additionally, the position will lead the implementation of one or more grant-funded programs. The position will be approximately 60% time providing direct technical assistance to client communities and 40% time managing.

*Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. The statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.*

**Job Duties and Responsibilities:**

* Assess the needs of our local partners and recommend solutions to the needs identified.
* Perform quality assurance for department’s work within your subject matter expertise.
* Manage relationships with client communities.
* Manage relationships with government agencies, foundations, and other program funders.
* Manage relationships with vendors and subcontractors who provide goods and services to RCAC to support program implementation.
* Collaborate with RCAC’s development team to raise funds for the program.
* Coordinate and participate in networks and associations with RCAC partners.
* Perform field work as necessary to meet the objectives of the program.
* Manage program contracts and budgets.
* Supervise the implementation of the program in the field.
* Performs other related duties as assigned.

**Supervision Exercised:**

* Supervises staff in field operations. Up to three direct reports
* Improves staff effectiveness by motivating, coaching, counseling, training, and recommending disciplinary action for employees; plans, delegates, monitors, and appraises job tasks and results in a timely manner; approves time sheets.
* Oversees the supervision of personnel to include work allocation, schedules, time approval, hiring, training, orientation, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
* Develops measurable performance expectations for assigned staff according to department goals and objectives.

**Minimum Qualifications and Necessary Requirements:**

* **EQUIVALENT**combination of education and experience can meet minimum qualifications*.*
* **EDUCATION:** High school diploma or equivalent with qualifying experience. Bachelor’s degree in environmental science or a related field preferred.
* **LICENSE/CERTIFICATION:** Valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy.
* **EXPERIENCE:** Five years of project management, grant management, drinking water/sanitation access experience or in related environmental fields. Commitment to rural communities, drinking water access, or health equity issues.
* Must pass a criminal background investigation prior to employment.

**Knowledge, Skills, and Abilities:**

* Knowledge of technical, managerial, and/or financial operations of a small water or wastewater utilities
* Knowledge of resources available to support community water and wastewater projects.
* Knowledge and familiarity with rural and tribal community culture and social norms
* Facilitation, mediation, and meeting management skills
* Skill with personal computers, including cloud computing and Microsoft Office
* Skill with video conferencing platforms
* Organizing and coordinating skills
* Database and records management skills
* Customer service skills
* Skill in direct program implementation
* Ability to work with minimum supervision and manage multiple priorities simultaneously.
* Ability to develop and conduct participant-centered trainings and workshops.
* Ability to troubleshoot, innovate, and problem-solve.
* Ability to create, compose, and edit written materials.
* Ability to make administrative and procedural decisions and judgments.
* Ability to gather data, compile information, and prepare reports.
* Ability to carry out instructions furnished in verbal or written format.
* Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
* Ability to maintain confidentiality.
* Ability to analyze situations and adopt appropriate courses of action.
* Ability to meet strict timelines.

**Preferred Requirements:**

* Bachelor’s or Master’s degree
* Experience and familiarity with rural and Tribal community dynamics
* Water or wastewater operator certification
* Bilingual in languages spoken in our client communities (including, but not limited to Spanish, Navajo, Yup’ik, Salish)

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements include close vision, distance vision, color vision, and depth perception.

**Working Conditions:**

Work is typically performed in an office with a moderate noise level. Evening and/or weekend work may be required. Travel is required, including regular visits to remote rural and Indigenous communities that may lack cell service and other modern amenities.

**Employee’s Certification:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I understand that this job description is subject to change by RCAC as the needs and requirements of the position change.

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Employee’s Signature Date

*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.*