



MIDWEST ASSISTANCE PROGRAM, INC.

JOB DESCRIPTION **TECHNICAL ASSISTANCE PROVIDER**

Program Description: The program mission is to assist rural communities to improve their environment, quality of life and be self-sustaining by providing technical assistance and training relating to water, wastewater, solid waste and community development. The Midwest Assistance Program, Inc. (MAP) is a non-profit organization serving the nine Midwestern states of Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming. MAP is a partner of the Rural Community Assistance Partnership, Inc. (RCAP).

Supervised by: Field Manager

Classification: III (Exempt)

Position Salary Range: Competitive

Entry Salary Range: Competitive

Position Summary: The Technical Assistance Provider will provide training and technical assistance to nonprofit and local, tribal, state and federal government agencies to improve or develop water, wastewater, solid waste systems and other related programs or services in rural communities. Major responsibilities include: provide technical assistance; plan and/or deliver training; perform outreach and networking; program development; perform research and analysis and publish results; administrative duties; contract management/mediation; assist with codes/ordinances/grants and grants management; promote system operational standards to meet regulatory compliance, cost savings and promote system longevity; draft by-laws, policies, procedures, rate setting and board training. Work performed may be in the technical areas of: water, wastewater and solid waste operations, management and financing, community development and organization.

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

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- *Conduct assessments* - work with clients to develop scope of work including task, time and resources; determine skill level needed by the client and perform needs assessment -- determine client eligibility for services; coordinate with other MAP staff working in the project area and other technical assistance providers to perform work; follow-up to ensure scope of work is completed.
- *Provide technical assistance* - deliver direct technical assistance and service to clients to include project planning and management.
- *Training* - plan, prepare and deliver technical training at various conferences institutes, workshops, clinics or client agencies.
- *Outreach and networks* - form, coordinate and participate in rural development networks and associations; form and maintain links between agencies and/or other networks; perform facilitation and mediation for clients and funders; maintain current information on environmental programs; policies and regulations; market division and MAP programs to clients, prospective funders and potential partners.
- *Program development* - participate in development of funding strategies, initiate contacts and identify opportunities; determine scope of work with funders; coordinate, write, develop and submit small proposals; work as a team member on large proposals.
- *Research, analysis and publications* - remain current on applicable government regulations and policies; comment on the impact of proposed regulations and policies; analyze rural development issues and needs; develop policy and technical papers, articles and manuals for MAP and other publications.
- *Administrative* - assemble and lead MAP/RCAP project teams; prepare written reports and documentation of activities; maintain contact with funders; respond to inquiries as needed.
- *Contract management* - develop and maintain project work plans; develop and monitor sub-agreements; maintain accurate records of progress; monitor implementation and compliance.
- *Other activities as assigned.*

Job Qualifications:

1. Bachelors Degree (additional qualifying experience may be substituted for the required education on a year-for-year basis).
2. Five years of any combination of applicable experience in environmental policy management, water, wastewater or solid waste facilities development or planning (If a higher level of related education is possessed than is required, this education

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- may be substituted for the experience requirement up to a maximum of two years.) (One year of experience with MAP in another position may qualify as two years of experience.)
3. Knowledge of personal computers including the Microsoft Office Suite or other business software.
 4. Certain positions may require water or wastewater operator certification.

Job Specifications:

Knowledge of:

Federal, state, tribal and local government agencies, programs, issues and regulations related to rural water and wastewater systems and solid waste programs and facilities, communication, facilitation, mediations and meeting management skills
Program development techniques
Project management
Nonprofit, tribal, and local agency and rural community dynamics
General record keeping practices
MAP organization and scope of MAP/RCAP program
Various types of clients within the MAP network

Ability to:

Listen and communicate orally effectively
Write and present materials
Perform research and analysis
Facilitate meetings
Develop and deliver training for adult learners
Organize and handle multiple priorities simultaneously
Travel an average of fifteen (15) days per month, including several overnight stays
Work independently
Respond to client needs in a variety of situations
Manage time effectively and efficiently
Be self-motivated
Network effectively
Operate a personal computer and the Microsoft Office Suite
Complete activity reporting requirements in a timely manner

Special Requirements: Possession of a valid driver's license and proof of required insurance. Considerable travel required, some outdoor activity, and minimal lifting (files, office supplies, etc.).

Physical Requirements:

1. A person in this position must be able to hear, see and speak English clearly.
2. Must be able to travel by auto and air for various meetings.
3. Out-of-office travel of several days per month may be necessary, including overnight travel.
4. Minimal lifting (files, office supplies, etc. to a maximum of 55 pounds).

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Other: Fringe benefits include health, life, dental and disability, paid time off, federally recognized holidays and retirement program. Travel and per diem are reimbursed at established agency rates.

EQUAL EMPLOYMENT OPPORTUNITY

10/03

10/04 Salary Adjustment

10/05 Salary Adjustment

10/06 Salary Adjustment

4/10 Update & Salary Adjustment

5/2011 Updated