



MIDWEST ASSISTANCE PROGRAM, INC.

JOB DESCRIPTION

PROJECT MANAGER/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, and solid waste. 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: State Field Manager

Classification: V (Exempt)

Position Salary: \$52,500

Location: Negotiable within MAP's nine state region.

Position Summary: The Project Manager/Technical Assistance Provider (PM/TAP) will work with project communities and utilities to provide guidance, training, and technical assistance to improve or develop water, wastewater, solid waste systems, and other related programs or services. Primary responsibilities include: project management; providing technical guidance; planning and delivering training; performing outreach and networking; program development; performing research and analysis; general administrative duties; contract management/mediation; assisting with codes/ordinances/grants and grants management; promoting system operational standards to meet regulatory compliance; identifying cost savings and promoting system longevity/sustainment; and assisting communities with the drafting of by-laws, policies, procedures, and rate setting. Work performed is generally in the capacities of technical, financial, and managerial.

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

- *Conduct assessments* – complete a TMF assessment to determine the real needs of the community/utility. Work with communities to develop a scope of work to include tasks, time, and resources; 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 the scope of work is completed.
- *Provide technical assistance* - deliver direct on-site and remote technical assistance and service to clients. Technical assistance may include any or all areas of technical,

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managerial, and financial guidance, training and assistance to include project planning and management.

- *Training* - plan, prepare, deliver, and report technical, managerial, or financial training at various conferences, institutes, workshops, and clinics or for individual communities.
- *Outreach and networks* - coordinate and participate in rural development networks and associations; form and maintain links between agencies and other networks; facilitate and mediate between clients and funders; maintain current information on environmental programs, policies, and regulations.
- *Program development* - participate in developing funding strategies; initiate contacts and identify opportunities; determine the scope of work with funders per leadership direction and guidance.
- *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; complete database reporting of work in a timely and accurate manner.
- *Contract management* - develop and maintain project work plans.
- *Other activities as assigned.*

Job Qualifications:

1. Bachelor's Degree preferred, but not required (Qualifying experience is equally important to education preferences).
2. Any combination of applicable experience in environmental policy management, water, wastewater, or solid waste facilities development or planning.
3. Advanced personal computer skills are critical to success. Must be familiar with Microsoft Office, Outlook, Word, Excel, and Adobe Pro.
4. Must be able to communicate effectively in writing.
5. Financial and Managerial certifications, training or experience is helpful.
6. Certain positions may require water and/or wastewater operator certification.

Job Specifications:

Knowledge & Experience

Project management

Program development techniques

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Federal, state, tribal, and local government agencies, programs, issues, and regulations related to water, wastewater, and solid waste programs and facilities
Non-profit, tribal, and local agency and rural community dynamics
General record-keeping practices
Basic financial fundamentals for communities
Small rural community issues and challenges

Abilities

Communicate, facilitate, mediate, and manage meetings
Listen and communicate orally effectively
Write and present materials
Perform thorough research and analysis
Develop, deliver, and report training
Multi-tasking: Organize and handle multiple priorities simultaneously
Travel several days of the month, up to fifteen days, including some overnight stays
Self-disciplined to work independently and effectively
Respond to client needs in a variety of situations
Manage projects and time effectively and efficiently
Be self-motivated
Network effectively
Meet all deadlines effectively and accurately

Special Requirements

Must have possession of a valid US driver's license.
Must have dependable transportation available at all times. Travel is a critical part of this position.
Must have proof of auto insurance.
Must have access to reliable high-speed internet from home office.
Must have reliable phone service from home office (landline and/or cell).
Some outdoor activity may be required at times.

Physical Requirements:

1. A person in this position must be able to hear, read, and speak English clearly.
2. Must be able to travel by auto and air for various meetings (travel time could be up to 8 hours in a day).
3. Out-of-office travel several days per month may be necessary, including some overnight stays.
4. Minimal lifting (computer laptop, projector, files, office supplies, etc. not to exceed 55 pounds).

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

EQUAL EMPLOYMENT OPPORTUNITY