**Rural Community Assistance Corporation **

3120 Freeboard Dr., Ste. 201

West Sacramento, CA 95691

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

|  |
| --- |
| **JOB DESCRIPTION** |
| Job Title: | Director, Environmental Services | Salary Grade: | 18 |
| Status: | Exempt | Supervisor: | Chief Impact and Policy Officer |
| Unit: | Environmental Services | Department: | Environmental Services |

*Founded in 1978, RCAC is a 501(c)(3) nonprofit that operates in 13 western states and Pacific Islands. RCAC serves Indigenous and rural communities through training, technical and financial resources, and advocacy so low-income rural communities can achieve their goals and visions. 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 environmental services department supports rural communities to create a vision, set goals, and implement an action plan for community environmental 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. 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 Chief Impact and Policy Officer (CIPO), this role provides overall leadership, vision, and supervision of programs with special emphasis on environmental (drinking water, wastewater, and solid waste management) services. Represents RCAC services within the agency and throughout RCAC networks. Serves as a member of the Senior Leadership Team and advances RCAC's strategic objectives.

*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:**

* Establish internal policies and controls for all programs and activities.
* Communicate values, strategies, and objectives; assign accountability; plan, monitor, and appraise job results.
* Develop a climate for offering information and opinions.
* Contribute to the department’s effectiveness by identifying short-term and long-range issues and goals that must be addressed.
* Achieve financial objectives by preparing and administering annual budget.
* Develop strategies to utilize and leverage funding programs through federal and state agencies or private foundations.
* Participate and contribute to RCAC’s strategic planning activities.
* Oversee implementation of strategic planning activities within division
* Pursue new initiatives and seek new resources to advance department objectives.
* Develop, approve, and coordinate technical resources.
* Implement internal control systems, monitor progress, and coordinate program activities ensuring quality.
* Manage program deployment; oversee managers and program management.
* Develop and maintain positive relationships with other RCAC departments.
* Represent RCAC’s mission, capabilities, programs, and services to clients, funders, community leaders, policy makers, the media, and regulators.
* Broker technical services, management, development, design, and resource development or planning
* Foster internal and external collaborations to benefit RCAC and communities.
* Ensure all contract requirements are met and maintained.
* Serve as point of contact for environmental programs.
* Produce articles for RCAC and other publications.
* Ensure the preparation of various program reports.
* Prepare and present reports to the RCAC Board of Directors
* Oversee fundraising for overall program sustainability and growth.
* Review budgets and work plans for compliance and control
* Balance staff workloads, delegate appropriately, and apply rules and standards fairly.
* Review and approve staff expense and hour allocations.
* Establish, maintain, and update files, databases, records, and other documents; develop and maintain data, and perform routine analyses and calculations in the processing of data for recurring internal reports.
* Serve as backup to the CIPO and/or CEO when needed.
* Perform other related duties as assigned.

**Supervision Exercised:**

* Oversee and manage managers and staff in environmental services.
* Improve staff effectiveness by motivating, coaching, counseling, training, and recommending disciplinary action for employees; plan, delegate, monitor, appraise job tasks and results in a timely manner; approve time sheets.
* Oversee the supervision of personnel to include work allocation, schedules, time approval, hiring, training, orientation, and problem resolution; evaluate performance and make recommendations for personnel actions; motivate employees to achieve peak productivity and performance.
* Develop 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:** Bachelor’s degree in a related field.
* **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:** Twelve or more years of applicable experience in project and contract management, environmental policy management, personnel management, community planning, contracts and grants, water, wastewater or solid waste facilities development, operations, or planning. Five years in a management capacity. Commitment to rural communities, drinking water access, or health equity issues.
* Must pass a criminal background investigation and fingerprint check prior to employment.

**Knowledge, Skills, and Abilities:**

* Knowledge and familiarity with rural and tribal community culture and social norms
* Knowledge of government and philanthropic programs and regulations related to water, wastewater, and solid waste for rural and Indigenous communities.
* Knowledge of project management steps, including SOW, RFP/RFQ, and general procurement and contract oversight
* Knowledge of planning and scheduling techniques as well as project and grant management
* Knowledge of contracts and grants
* Skill with personal computers, including cloud computing and Microsoft Office
* Skill with video conferencing platforms
* Facilitation, mediation, and meeting management skills
* Organizing and coordinating skills
* Database and records management skills
* Customer service skills
* Skill in developing and managing budgets
* Skill in developing, writing, and submitting funding proposals
* Skill in supervising, training, and evaluating assigned employees
* Ability to conduct research and analysis
* Ability to develop and conduct group and one-on-one adult training
* Ability to supervise staff and subcontractors and direct program implementation
* Ability to develop and conduct participant-centered trainings and workshops
* 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 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:**

* Advanced degree or training in a relevant field
* Project management certification
* Water and/or wastewater operator certification

**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.

**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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.*