

State Lead – Pennsylvania

RCAP Solutions is currently seeking a qualified individual to join our Community Resources Team. This position will support the organization's goals and objectives by overseeing and/or providing guidance and participation on all programmatic activities in the assigned state(s); acting as the primary liaison to the appropriate state primacy agencies and funding officials; and providing direct technical assistance and training to rural communities and small water and wastewater systems in the assigned areas of responsibility. This position will involve working directly with State and Federal Officials as well as with small public water systems in order for them to achieve and maintain compliance with the SDWA, CWA and to work toward long term community and system sustainability.

Key Responsibilities:

- Effectively manage the daily operations and assigned resources and outcomes within the assigned state(s) in order to successfully achieve its strategic and programmatic objectives as required;
- Meet regularly as required with State and Federal officials to identify agency projects and priorities, Prepare State work plan and quarterly updates.
- Develop a visible leadership role and establish and strong relationships with the appropriate local, regional, state and federal agencies as well as elected officials.
- Research, identify, recommend, and assist with developing new program initiatives and funding sources.
- Supervise any other Community Resources staff as applicable.
- Contribute to the planning for the best use of available resources in order to achieve strategic objectives, fee-for-service and other initiatives as directed and in cooperation with the Director of Community Resources, other state leads, and administrative support staff;
- Act as the key resource to the national RCAP network for the state and our public policy outreach initiatives;
- Conduct Needs Assessments on project or community systems and record in order to identify the types and causes of technical and managerial/operational compliance failures and risks and strategies for targeting assistance for compliance failures and risks
- Develop Action Plans and Milestones that address the training and assistance needs of systems and communities to achieve compliance and system sustainability.
- Provide compliance, facility development, capacity development and other training and technical assistance for community officials, operators, board members and managers of small drinking water, wastewater, and community facilities projects.
- Work with others to adapt/develop materials and conduct face-to-face trainings for managers of systems which have been identified as high-priority in terms of compliance deficiencies.
- Monitor and evaluate each system or community's progress at achieving their specific Action Plans and objectives. Record all project activities and report regularly on the progress of the project as required by the organization and/or funding sources.
- Ensure that all activities are reported on using the required systems, technologies, and formats as required.
- Actively participate in all Community Resources team meetings, trainings, and conferences and provide assistance and support to other team members with other areas of expertise.
- Perform other duties for communities or systems as required including but not limited to providing

information at public meetings; coordinating the efforts of technical, regulatory, funding and community officials; guiding and assisting with legal & technical paperwork; selecting engineering consultants; conducting environmental assessments and income surveys; analyzing technology and funding options; assisting with funding applications; organizing public meetings and providing public education; assisting communities with long range planning; assisting with financial management and other related tasks as requested by the community, funding or regulatory agencies.

- Work on other Community Resources projects and perform other duties for the organization including identifying and helping pursue Direct Service Contracts.

Measurements:

RCAP will monitor and report on project progress, capturing data and collecting the data in RCAP's database, including:

- Number and type of training events conducted;
- Number of board members/managers and operators receiving training directly related to their compliance challenges, through both face-to-face and web-based delivery;
- Quantification of skills increased according to training pre-tests and post-tests;
- Number of technical assistance activities conducted;
- Number of priority systems receiving technical assistance directly related to their compliance challenges, through both face-to-face and web-based delivery;
- All state meetings, plans and project/funding reports completed in a timely manner.
- Other measurements as appropriate and/or required.

Education

- Bachelor's Degree or equivalent, with a major in a field relating to community development and management work.

Experience Requirements:

- Minimum of five years' experience in community development/planning, local government, infrastructure financing, or administration required

Certificates/Licensures:

- Valid Driver's License. Certified drinking water or wastewater operator license is preferred

Working Conditions:

- State leads are required to live in the state in which they are hired to represent. Variances from this requirement may be made on an individual basis to accommodate specific organizational needs, but must receive prior approval by management.
- The position involves extensive travel requiring both daily and overnight trips which could include weekends and frequent evening meetings. Approximately 50% of time is likely to be spent out of the office in local, and/or overnight travel, and at meetings in other locations.

Grade Level: 19



Compensation and Benefits:

RCAP Solutions, Inc. offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 13 paid holidays, STD/LTD, etc.

To Apply:

Interested candidates should submit a resume and cover letter to:

RCAP Solutions, Inc.

Human Resources Department

205 School Street, Suite 401, Gardner, MA 01440

Email: HR@rcapsolutions.org, Fax: (978) 630-2751