



## 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:** Regional Field Manager

**Classification:** IV (Exempt)

**Position Salary Range:** \$47,500 - \$65,000

**Entry Salary Range:** \$47,500 - \$52,000

**Position Summary:** The Project Manager/Technical Assistance Provider (PM/TAP) generally works in one of MAP's nine states. The 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; provide technical guidance; plan and/or deliver training; perform outreach and networking; program development; perform research and analysis; general administrative duties; contract management/mediation; assist with codes/ordinances/grants and grants management; promote system operational standards to meet regulatory compliance; identify cost savings and promote system longevity/sustainment; and assist communities with drafting of by-laws, policies, procedures and rate setting. Work performed is generally in the capacities of technical, financial and managerial.

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**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 task, 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 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, 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/or other networks; perform facilitation and mediation for and between clients and funders; maintain current information on environmental programs; policies and regulations;
- *Program development* - participate in development of funding strategies, initiate contacts and identify opportunities; determine scope of work with funders in accordance with 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.*

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### **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, and Excel. Should also be familiar with 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

Federal, state, tribal and local government agencies, programs, issues and regulations related to water, wastewater and solid waste programs and facilities

Nonprofit, 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 up to fifteen days per month, including some overnight stays

Self-disciplined to work independently 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 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.

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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 of several days per month may be necessary, including 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**

10/03  
10/04 Salary Adjustment  
10/05 Salary Adjustment  
10/06 Salary Adjustment  
4/10 Update & Salary Adjustment  
5/2011 Updated  
8/2015 Updated  
8/2019 Updated (title change)