



## **State Manager – Rhode Island/Remote Field**

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 SDWA, CWA, and to work toward long term community and system sustainability.

### **Responsibilities include, but are not limited to:**

- 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 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.
- 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 and Environmental 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.
- 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.
- Monitor and track number of board members/managers and operators receiving training directly related to their compliance challenges, through both face-to-face and web-based delivery.
- 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 and Environmental 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 and Environmental Resources projects and perform other duties for the organization including identifying and helping pursue Direct Service Contracts.
- Supervise any other Community and Environmental Resources staff as applicable.

**Required Knowledge, Skills, and Abilities:**

- Excellent verbal and written communication skills with the ability to communicate with all residents, management, and peers. The ideal candidate must be able to effectively communicate with individuals from diverse backgrounds.
- Ability to maintain accuracy while meeting all deadlines; the ideal candidate must be detail-oriented and organized with the ability to prioritize; and attend/participate in meetings presenting a team player approach.
- Always demonstrated commitment to exceptional customer service.
- Must maintain a high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated discretion, tact, and diplomacy.
- Must be able to work in a fast-paced environment with demonstrated ability to deal with multiple competing tasks and demands.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree or equivalent, with a major in a field relating to community development and management work. Minimum of 5 years' experience in community development/planning, local government, infrastructure financing, or administration required.
- **Computer Skills:** Must have exceptional knowledge of computer systems and databases, Microsoft Office software including Outlook, Excel, and Word.
- **Certification:** Certified drinking water operator license preferred.
- Must pass a criminal background check in accordance with agency policy.
- Must possess a valid Driver's license and be able to travel to various locations within the region as needed.



**Work Environment:** It is preferred that State Managers are required to live in the state in which they're hired to represent. Variances from this requirement may be made on an individual basis to accommodate specific organizational needs but must receive prior approval made by management.

This position involves extensive travel requiring both daily and overnight trips which 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.

**Location – Rhode Island**

**Compensation and Benefits:**

RCAP Solutions offers an excellent compensation and benefits package, including health, dental, 403b, vacation, 14 paid holidays, STD/LTD, etc.

**To Apply:**

Interested candidates should email their resume and cover letter to: [HR@rcapsolutions.org](mailto:HR@rcapsolutions.org)