

Job Description

Technical Support Specialist

Classification: Term Position

Supervisor: Advisory Committee or Designated Representative

Status: Exempt

INTRODUCTION

Many residents of Taos County are served by an Alliance of small drinking water Associations, each of which has joined together in mutual support. Working under the Rural Community Assistance Corporation, this Alliance, -- the Greater Valle de Taos Alliance -- is seeking a full-time Technical Support Specialist to work with us. The ideal person for this post would be skilled in preparation of applications for funding from state, federal and private sources, and would be equally adept at assisting Alliance members in meeting their state and federal regulatory requirements. If you are interested in helping the many communities within the Alliance as we work to bring drinking water to the homes we serve, please consider the following post.

SUPERVISION AND GUIDELINES:

Work is performed with considerable latitude for independent decision making, guided by the Advisory Committee or Designated Representative, and in compliance with all applicable drinking water and wastewater systems' federal and state statutes. Reports to the TAC Advisory Committee or its designee.

EXAMPLES OF WORK THAT MAY BE PERFORMED:

Community Support & Coordination

- Conduct community visits to assess needs, assets, and compliance status
- Develop and maintain community-specific work plans
- Represent the TAC at board meetings, funder meetings, and monthly Alliance meetings
- Attend and present at regional trainings and Water Leadership Institutes

Water System Regulatory & Compliance Support

- Become familiar with regulatory requirements for the organizations the TAC serves.
- Provide assistance or bring assistance with certain compliance items that may be due at certain time.
- Coordinate and familiarize yourself with Assistance Providers.

Funding and Project Assistance

- Identify funding opportunities for the community water providers.
- Assist with capital outlay requests, grant applications, and the Infrastructure Capital Improvements Plan (ICIP)
- Track project progress and funding conditions

Administrative & Operational Duties

- Maintain timesheets, expense reports, and work logs
- Track community progress in relevant systems
- Prepare board and funder documentation

Other Related Duties as May be Assigned

DISTINGUISHING CHARACTERISTICS:

This position requires self-direction, strong community engagement skills, and a desire to obtain a working knowledge of rural water system operations and regulations. The Technical Support Specialist must work well with small systems and agencies, and be effective in outreach, reporting, and technical support.

PREFERRED QUALIFICATIONS:

- High school diploma or GED; college coursework preferred
- Three (3) years of relevant experience in administration or water system support
- Knowledge of reporting, project coordination, and grant assistance preferred
- Proficiency in Microsoft Word, Excel, and digital data systems
- Strong written and verbal communication skills
- Ability to work independently and locally within the Taos region

WORKING CONDITIONS:

Work is primarily in an office and/or home office setting with frequent travel to member communities. Evening or weekend work may occasionally be required. Participation in statewide training and coordination meetings may also be required. Work must be completed in compliance with state, federal, and TAC requirements.

TO APPLY:

Send an email with your resume and complete contact information to GreaterValle@Yahoo.com