



Infrastructure Finance Specialist (Circuit Rider) Job Description

Department: Economic and Community Development
Reports to: Deputy Executive Director

Position Summary

These circuit riders will serve as on-the-ground liaisons to utilities by traveling directly to communities to address technical, financial, and/or managerial capacity challenges in utilities rebuilding from the historic damage caused by Helene.

Duties and Responsibilities

Essential Duties and Tasks

The Infrastructure Finance Specialist will be dedicated to the financial and strategic aspects of infrastructure development and funding. They will serve as vital resources for communities seeking to secure funding and manage complex application processes. Responsibilities will include:

- Advising on Funding Applications
- Preparing Funding Applications
- Helping Communities Navigate Multiple Federal and State Funding Streams
- Strategic Financial Planning
- Connecting Communities with Resources
- Understanding Regional Needs and Opportunities
- Assisting in Grant Administration

The Infrastructure Finance Specialist will also support NCDEQ's Assistance to Private and Vulnerable Systems and Supplemental Support for Helene Projects and Shared Equipment projects from the Section 504(a) program. They will help to identify systems and needs that can be supported through these projects, in partnership with the North Carolina Rural Water Association due to their involvement with private systems and their management of NCWaterWARN.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of water and wastewater infrastructure
- Knowledge of municipal/public-sector finance components such as budgeting, capital improvement programs (CIPs), debt, bonds, grants, and infrastructure funding
- Knowledge of federal water-financing programs, particularly State Revolving Funds (SRF), Water Infrastructure Finance and Innovation Act (WIFIA), and Infrastructure Investment Act (IIJA), and other relevant regulatory and policy frameworks affecting water infrastructure
- Knowledge of grant writing and application process, and understanding of state and federal grant administration
- Ability to evaluate capital expenditures, financing requirements, debt capacity, and funding alternatives
- Ability to translate technical infrastructure requirements into financial and investment applications
- Written and verbal communication skills, including explaining complex financial issues to a variety of stakeholders such as engineers, utility managers, government officials, and executive staff.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with employees, customers, member governments, vendors, and partners.
- Work effectively as a team contributor on all assignments.
- Communicate and coordinate work effectively with employees and organizations to accomplish shared objectives.
- Function effectively in stressful circumstances and maintain a high level of professionalism and ethical conduct.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to perform light work exerting up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.

- Must possess the visual acuity to prepare and analyze written or computer data, determine the accuracy and thoroughness of work, operate a motor vehicle or equipment as needed, and observe general surroundings and activities.

Working Conditions

- The employee is not subject to adverse environmental conditions.

Minimum Education and Experience

You may qualify through an equivalent combination of education and experience.

- Bachelor's degree in finance, accounting, business administration or another related field; master's degree preferred
- 3-5 years in water infrastructure, water/wastewater utility finance, municipal finance, public sector capital planning, or another related field.
- Direct experience with municipal water/wastewater utilities and CIP planning.

Special Requirements

- Possession of a valid North Carolina driver's license, or any valid driver's license with the ability to obtain a North Carolina driver's license within 60 days of establishing permanent residence in North Carolina.

Land of Sky Regional Council - 2026