Request for Qualifications
for
Wastewater Certification Program Administrator
Nevada Water Environment Association

Questions concerning this request for qualifications shall be directed to:

NWEA
C/O John Buzzone
6995 Sierra Center Parkway
Reno NV 89511
(775) 997-4519

The Nevada Water Environment Association (NWEA) is seeking a highly motivated and self-directed individual or organization to perform as the Program Administrator for its Wastewater Operator Certification Program. The Program Administrator shall be an independent contractor and is expected to enter into a one-year agreement with annual renewals for up to four additional years. The selected contractor will receive between $30 to $40 per hour, depending upon qualifications and experience of the selected contractor, plus reimbursement for qualified expenses. The Program Administrator typically requires approximately 30 hours per week, but may range between 20 and 40 hours per week.

NWEA is the Nevada member association of the Water Environment Federation (WEF), the world's leading organization on preserving the quality of our precious water resources. As a member association, NWEA is a non-profit educational organization comprised of individuals, agencies and companies focused on municipal and industrial wastewater engineering, collection, analysis, treatment, operations and disposal. Our chief purpose is to educate and assist those with an interest in water quality in our State.

NWEA administers the State of Nevada's Wastewater Operator Certification Program through a contract with the State of Nevada and the primary role of Program Administrator is to implement the program's elements. Additionally, NWEA administers five voluntary Wastewater Certification Programs. Program administration for all programs generally consists of interfacing with the operator community, coordinating operator training events, coordinating certification testing, and maintaining records. NWEA convened the Certification Board to implement the elements of the program and to provide day-to-day direction. Secondarily, the Program Administrator provides assistance to the NWEA Executive Board in the organization's general operations.

Duties and responsibilities relative to the Wastewater Operator Certification Program may include the following:

- Respond to inquiries from the public and operators regarding the Certification Program.
- Coordinate with and serve as liaison with the State of Nevada.
- Process, review and approve exam and renewal applications.
- Coordinate and administer operator certification exams.
- Maintain operator certification database.
- Prepare invoices and track program budget, revenue, and expenditures.
- Deposit checks and money orders.

- Coordinate, attend and record Certification Board meetings.
- Update NWEA.org website content.
- Other activities as directed by the Certification Board.

More information regarding the State Wastewater Operator Certification Program can be found at: http://ndep.nv.gov/bwpc/wastewater_certification.htm

Duties and responsibilities relative to the Executive Board may include the following:

- Attend (by phone) Board meetings (and prepare meeting minutes when requested).
- Coordinate and administer training workshops (engineer/agency focused).
- Coordinate social networking events and fund raisers.
- Participate in Tri-State Seminar planning and implementation.
- Participate in the NWEA annual conference planning
- Assist in annual conference set-up/break-down, registration and check-in.
- Assist in the development and coordination of the bi-annual newsletter.
- Track hours and prepare invoice.

Additional information regarding NWEA and its activities can be found on NWEA's website at: http://nvwea.org

In the execution of their duties, the Program Administrator will be required to travel to Las Vegas, Carson City, and Reno, Nevada regularly. While the Program Administrator may be based anywhere in Nevada, preference may be given to those located in the Carson City/Reno, Nevada area.

To be considered, the candidate shall have the following:

- Business license issued by the issuing agency in which the Program Administrator will be located.
- Worker's Compensation Insurance.
- Professional and General Liability Insurance (specific coverage limits to be negotiated).

If interested, submit three (3) copies of a written statement of your qualifications no later than 5:00 p.m. on Wednesday May 13, 2015 to:

John Buzzone
6995 Sierra Center Parkway
Reno NV 89511

The statement of qualifications shall clearly identify the principle in charge and all staff (if any) to be engaged on Program Administrator work. The statement of qualifications shall summarize your/your firm's qualifications and work experience uniquely qualifying you for the Program Administrator. The statement of qualifications shall be no longer than three pages in length, including any cover letter. Resumes for individuals may be included in an appendix and will not be included in the page count. The statement of qualifications shall include a list of references with contact information containing at least three (3) persons familiar with your/your firm's work performed within the last five (5) years.

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