

TUMALO IRRIGATION DISTRICT POSITION DESCRIPTION

POSITION TITLE: District Manager

DEPARTMENT: Operations/Office

FLSA STATUS: Salary – Exempt

PURPOSE OF POSITION:

Responsible for all operations of the District including planning, organizing, developing and implementing comprehensive management actions to achieve the policy and program objectives established by the Board of Directors.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, controls, integrates and evaluates the work of all District branches and departments to ensure that operations and services comply with the policies and strategic direction set by the Board of Directors and with all applicable laws and regulations anticipate, identify and present policy issues to the Board of Directors.
- Directs the development and implementation and monitors the accomplishment of short- and long-term plans, goals and objectives to achieve the District's mission.
- Directs and monitors implementation of adopted budgets; directs development and implementation of the capital improvement program and all major engineering and construction projects financed by District, grant-in-aid, loans.
- Plan, direct and coordinate the District's work plan through subordinate level managers; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
- Plans and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules and policies.
- Strategic plan, Board priorities to ensure compliance with applicable laws and regulations; directs the development of operating and capital improvement budgets for approval and adoption by the Board; directs the annual rate setting and participates in Board meetings on proposed rates.
- Interprets Board of Director instructions and requests, makes interpretations of District ordinances, policies and applicable laws and regulations to ensure District compliance.
- Directs and oversees the analysis of proposed legislation and regulation.
- Directs and participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the District's interests and needs.
- Advise and counsel the Board of Directors regarding policy issues to meet community and customer needs, advise and assist the Board of Directors in identifying, articulating and implementing policies and programs.
- Exercise sound, expert independent judgment within broad general policy guidelines, establish and maintain effective working relationships with Board members, District staff, other elected and appointed governmental officials, industry and business executives, professional and community groups, consultants, developers, employees, media representatives and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situation.

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JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Any combination of education, experience, knowledge and abilities may satisfy the necessary minimum qualifications. Typical way to obtain the education, experience, knowledge and abilities would be:

Education: High school diploma or equivalent. Bachelor's degree in business administration, Public Administration, Engineering or closely related field.

Experience: A minimum of five (5) years increasingly responsible professional managerial experience in a public or private entity, with a minimum of (5) years in a related technical field.

Must demonstrate the following competencies:

- Ability to establish and maintain effective working relationships with the Board of Directors, staff, patrons and others contacted during work.
- Knowledge of the theory, principles, practices and techniques of organization design and development, public administration, public financing, financial management and long-range planning as they apply to a complex public water utility
- Knowledge of operations, services and activities of a comprehensive water distribution program.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Ability to analyze problems, identify alternative solutions, identify project consequences of proposed actions and implement recommendations in support of goals.
- Principles and practices of budgeting, purchasing and maintenance of public records; organization and functions of an elected board of directors.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to analyze and make sound recommendations on complex management and administrative issues; plan, organize and direct the operations of a complex water distribution system and understand, interpret, explain and apply District policy and procedures; present proposals and recommendations clearly, logically and persuasively in public meetings.
- Knowledge of the core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- Knowledge of principles and practices of effective human resource management and supervision
- Ability to use Microsoft applications including Excel and Word.

Special Requirements/Licenses:

A valid Oregon driver's license is required. Employee must have a safe driving record.

SUPERVISION RECEIVED:

The employee works under the general policies and objectives of the Board of Directors. The District Manager is expected to function with independence of action in developing specific program goals and content and appropriate operational procedures and methods of accomplishing Board policies and objectives.

SUPERVISORY RESPONSIBILITIES:

This position directly supervises three positions: Office Manager, Field Supervisor and Ditchriders.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee must use hands to finger, handle, and operate a variety of office equipment. Occasionally the employee must lift and / or move up to 25 pounds. The employee must have hearing and vision within normal limits. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Office equipment including a computer, printer, copier, and telephone. Software skills needed to perform daily duties include: Excel, Word, Adobe. Employee must also be able to navigate and use internet-based programs, website communications and texting applications. Experience using ArcGIS preferred.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usually the work environment is a normal office setting, but field work may also be required. Noise level is usually moderate, but occasionally loud due to a large volume of phone calls or patron visits. Employee is required to work in a variety of environments depending on the requirements of the specific task at hand.

This description covers the significant and essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or assigned to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Please submit resume and cover letter via email to staff@tumalo.org.