

Scappoose Drainage Improvement Company Employee Position Description

Position Title: General Manager

Purpose of Position:

The Scappoose Drainage Improvement Company is responsible for providing flood control and drainage for over 5,000 acres. This is accomplished through a levee system and a series of drainage canals and pumping systems. The General Manager, on behalf of the Board, plans, supervises, directs and reviews the work of Company staff and contractors, within established policy and budget.

The overall purpose of this position is to assure effective and efficient management and operations of the SDIC.

Distinguishing Characteristics

This is the singular managerial position on the SDIC staff, reporting directly to the Board. This position is responsible for hands-on relationship building with regulatory officials, landowners and representatives of businesses within the district.

Essential Position Functions and Responsibilities

Management responsibility

- Responsible for the effective and efficient management of the SDIC,
- Prepares annual budget for presentation and approval by the Board,
- Manages short and long-term financial performance and reports to the Board at monthly meetings,
- Manages the legal interests of the district, actively reporting concerns to the Board,
- Ensures preparation of annual tax assessments is accurate and timely,
- Researches and applies for grants appropriate to further the work of the District,
- Directs all staff and consultant activities including legal, office management, and daily operations management of the district,
- Approves payroll to ensure accuracy and timely payment of employees,
- Provides annual training opportunities for employees,
- Regularly updates and maintains Employee Policy and Procedure Manual,
- Works with the Board President to set the monthly meeting agenda,
- Performs other duties as requested by the Board of Directors.

Communications and Outreach

- Proactively gathers information and researches issues pertinent to the operation of SDIC,
- Brings issues and information to the attention of the Board that have potential to impact policy decisions of the Board,
- Responsible for building productive relationships with the Board, landowners, businesses, and government officials within the district and having authority over the SDIC,
- Prepares newsletter and annual report for landowners,
- Responsible for directing website maintenance,

- Maintains communications and attends meetings with the Board, providing relevant reports in advance of meetings.

Regulatory compliance

- Maintains education and awareness of regulatory requirements and best practices for drainage districts,
- Ensures compliance with all Federal, State, and other laws applicable to the district,
- Works with landowners to eliminate levee encroachments,
- Ensures email and all SDIC documents are maintained in accordance with acceptable State of Oregon Archival standards and schedules,
- Ensures timely and complete reporting and record-keeping for regulatory agencies.

Maintenance and Construction

- Ensures Board-approved project list is performed in a timely and efficient manner,
- Approves equipment purchases and disposal of surplus equipment,
- Prepares bid packages in accordance with Public Contracting requirements,
- Directs all projects from design through construction; responsible to ensure project schedules, cost estimates and project reports are meeting expectations,
- Through the Field Operations Technician, regularly updates and maintains Emergency Operations Manual.

Education and Training

- Ensures Board has appropriate training resources and support annually,
- Maintains certifications and licenses as required,
- Attends other training as appropriate and requested.

Minimum Qualifications

Knowledge of drainage, irrigation, water systems or similar public works management and operation,
 Expertise working with public boards and regulatory agencies,
 Demonstrated results serving in a leadership and management position,
 Skill with permitting, public contracting, grant writing and other related skills,
 Ability to communicate effectively both verbally and in writing to a wide range of individuals and groups,
 Ability to work closely with members of the public and district Board members and staff,
 Ability to be self-motivated and to motivate others,

Minimum Education and Experience:

Bachelor's degree in a related field, and four years of supervisory experience, or any satisfactory combination of education, experience, and training which demonstrate the knowledge, skills and abilities to accomplish the Essential Position Functions and Responsibilities listed above.

Working Conditions:

Work is performed in a variety of environments including in the field and its year-round weather conditions.

Supervisory Responsibilities:

Responsible for all district staff, including consultants, contractors, and seasonal staff.

Supervision Received:

Works under the direction of SDIC Board.

This is a part-time position with the possibility of full-time employment based on interest and experience.

Approved by SDIC Board on September 18, 2020.