

NORTH UNIT IRRIGATION DISTRICT

JOB DESCRIPTION

GENERAL MANAGER

Definition

To plan, direct, manage and oversee the activities and operations of the district within established guidelines and under the policy direction of the Board of Directors, including the program areas of accounting, engineering, maintenance, purchasing and water operations. To coordinate assigned activities with other districts and outside agencies and provide administrative support to the Board of Directors.

Examples of Duties

The essential functions of the manager include, but are not limited to, the following duties and responsibilities and are listed in no particular order of importance or significance:

- Manages and controls all matters pertaining to the irrigation district, recommend and administer policies and procedures.
- Develop short and long-range plans, goals, objectives, policies and priorities to meet the irrigation district needs.
- Establish, within district policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Plan, direct and coordinate, through subordinate level managers, the district's work plan; assign projects and areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems and internal reporting relationships; identify opportunities for improvements; direct and implement changes.
- Select, train, motivate and evaluate district personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the district budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary
- Explain, justify and defend district programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the district to other irrigation districts, elected officials and outside agencies; coordinate district activities with those of other irrigation districts, outside agencies and organizations.
- Provide staff assistance to the Board of Directors; participate on a variety of boards, committees that will further district objectives; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water distribution management.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties and responsibilities as required.

Employment Standards

Knowledge of:

- Operations, services and activities of an irrigation district.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Plan, organize, direct and coordinate the work of lower level staff.
- Supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the district.
- Identify and respond to community issues, concerns and needs.
- Develop and administer departmental goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large budgets.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.

- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to work independently as well as establish and maintain harmonious relations with people inside and outside of the District.

Typical Physical Activities

- Travels frequently in conducting District business.
- Communicates orally and in writing with District Board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone and radio for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

Environmental Factors

- Exposure to the sun: 25% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Infrequent use of ladders or other work surfaces from 1 to 12 feet above ground.
- Temperature: Exposure to sub-zero to 100-degree temperatures.
- Humidity: Seldom work in areas with unusually high humidity.
- Wetness: Less than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasional vicinity of constant/intermittent/loud noises/sounds.
- Slippery surfaces: Frequent exposure to unusually wet and/or slippery surfaces.
- Dust: Frequent exposure to work areas with small to large amounts of dust present.
- Confined/Restricted Spaces: Infrequent entry into confined/restricted work environments.

Desirable Qualifications

- Any combination of education, training or experience that would provide the required knowledge, skills and abilities to perform the essential functions of the manager position.

Education: A Bachelor's degree from an accredited college or university with major course work in Agriculture, Agricultural Engineering, Construction Management, Business Administration, or related studies is desired.

Experience: Five years' experience, with two years in a management of supervisory capacity, preferably in a public agency requiring the responsibility for the implementation of programs and development and administration of budgets.

License/Certificate/Registration/Requirement

- Possession of a valid Oregon Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Other Requirements

The position may also require extended and "on-call" hours during the irrigation season.

The General Manager classification is considered a "Safety Sensitive" position.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job and meeting the needs of the District.