**THE DALLES IRRIGATION DISTRICT**

**POSITION DESCRIPTION**

**Title**: District Manager

**Exempt/Non-Exempt:** Exempt

**Reports To**: The Dalles Irrigation District - Board of Directors

**Pay Grade/Range:** $78,000 - $100,000

**Effective Date:** November 5, 2021

New position  Position change  Revision/update

**General Position Summary:**

Under general direction from the Board of Directors, the District Manager serves as the Chief Executive Officer of the district. This position works with the Board of Directors to set and carry-out the district’s mission, purpose and policies.

**Essential Functions/Major Assignments:**

* Assume full management responsibility for all district services and activities including operations, maintenance, and financial and administrative functions.
* Responsible for supervision of the financial affairs of the district, including reporting to the Board and other entities as required by law, including annual audits, preparing annual budgets, cost control, financial reporting to the Board, compliance with generally accepted accounting principles, cash flow management, maintenance of cost control systems and cost analysis of district functions.
* Manage the development and implementation of district goals, objectives, policies, and priorities district wide.
* Direct supervision of the administrative staff and Field Operations Manager (FOM), maintenance of and revisions as appropriate to district personnel policies and manual, supervision and maintenance of records associated with employees’ benefits, vacation, sick leave and wage and salary.
* Working with the FOM, establish appropriate service and field staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
* Plan, direct and coordinate, through the FOM, the district’s work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with FOM to identify and resolve problems.
* Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
* Working with the FOM, select, train, motivate and evaluate district personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
* Drive the development and administration of the district budget; approve the forecast of funds needed for staffing, equipment, materials, projects, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
* Explain district programs, policies, and activities; negotiate and resolve sensitive and controversial issues to landowners and other constituents.
* Program or policy development affecting the organization and its offerings is part of the job responsibility.
* This position oversees purchasing policies, including ensuring compliance with applicable laws.
* Responsible for utilization of principles applicable to water law, water rights in the State of Oregon and responsible for maintaining the district’s water rights.
* The position requires administration of periodic construction projects from scoping to contract completion.
* At the direction of the Board of Directors, represent the district in meetings and collaborative efforts, to elected officials and outside agencies; coordinate related activities with those of other departments and outside agencies and organizations.
* Provide staff support and respond to requests from the Board of Directors; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
* Attend and participate in professional group meetings; stay well-informed of new trends and innovations in the field of irrigation management.
* Respond to and resolve difficult and sensitive citizen inquiries and complaints.
* Must attend meetings of the Board of Directors, briefing the Board on the state of the district, including finances, cash flow, irrigation operations, maintenance and repairs, and other related projects issues.

**Secondary Functions:**

* Perform related duties and responsibilities as required.

**Job Scope:**

* The District Manager will have a regular need or ability to analyze problems or concepts and make decisions on the information.
* The District Manager is expected to independently implement the district’s goals, policies and priorities as established from time to time by the Board.
* The employee in this position is expected to perform with a high degree of independence for both regular work and special project work; work is only reviewed on as needed basis and the work requires extensive decision-making.

**Supervisory Responsibility:**

* Full range of supervisory responsibilities over administrative and management staff of the district.
* Supervisory responsibility includes providing daily work direction, authority to hire, discipline and terminate employees, approve pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes.
* Conducts annual evaluations of administrative staff and FOM.

**Interpersonal Contacts:**

* The District Manager will have regular communication inside and outside of the organization to exchange ideas and gather information.
* There is a regular need for the development of new processes and procedures, or the redesign of interrelated processes and procedures is needed.

**Specific Job Knowledge, Skill and Ability:**

* Knowledge of principles applicable to water law, water rights in the State of Oregon and responsible for maintaining the district’s water rights.
* Knowledge, skill, and ability to effectively organize, direct and coordinate the work of lower-level staff.
* Knowledge, skill and ability of personnel management concepts, techniques, ~~and~~ application procedures, state and federal employment laws.
* Knowledge of principles of supervision, training, and performance evaluation.
* Knowledge of fiscal management concepts, techniques, and application procedures.
* Knowledge of principles and practices of program development and administration.
* Knowledge of principles and practices of budget preparation and administration.
* Knowledge of pertinent federal, state, and local laws, codes, and regulations as they apply to the irrigation industry.
* Skill and ability to lead and direct the operations, services, and activities of the district.
* Must have planning and goal-setting skills; Plans must consider options and contingencies and must include methods for handling any difficulties encountered and focus on the impact of the plan on others.
* Able to Identify and respond to community issues, concerns and needs.
* Able to prepare clear and concise administrative and financial reports and develop and administer, district goals, objectives, and procedures.
* Skill and ability to prepare and administer large and complex budgets.
* Ability to rapidly build knowledge of operations services and activities of a comprehensive irrigation district.
* Ability to delegate authority and responsibility.
* Ability to research, analyze and evaluate new service delivery methods and techniques.
* Ability to interpret and apply federal, state, and local policies, laws, and regulations.
* Ability to communicate clearly and concisely, both orally and in writing.
* Ability to establish and maintain effective working relationships with those contacted in the course of work.
* Ability to obtain required certifications within one year of hire.

**Specific Job Effort:**

* The District Manager will constantly be required to manage ongoing shifts in priority and demands that require the need for review and integration of diversified functions and interests.

**Education, Experience, and Certification/Licensure:**

**Required Qualifications**

* A minimum of 5 years previous management experience with progressive levels of experience in a related environment which included duties and qualification consistent with the job description contained herein.

OR

* An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

AND

* Ability to pass the certification testing and become a certified State of Oregon public pesticide applicator within one year of hire.
* Valid driver’s license and an insurable driving record required.

**Desired Qualifications**

* Bachelor’s degree in Public or Business Administration or related fields strongly preferred.
* Previous experience working for a public entity strongly preferred.
* Previous experience developing and administering financial and administrative policies strongly preferred.
* Previous supervisory management experience strongly preferred.

**Working Conditions**

* This position operates in a professional office environment.
* Position requires employee to be onsite to fulfill job duties.
* Regular and reliable attendance is required for this position, including Board of Director meetings which may be in the evening.
* Usual working schedule is Monday through Friday during regular office hours, though deviations from the regular schedule may happen with or without prior notice, including evenings, weekends or holidays.
* Routinely uses standard office equipment, especially computers and mobile devices.
* In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear; and drive an automobile.
* The employee must occasionally lift or move office products and supplies, up to at least 50 pounds.
* This position may require travel primarily within the state of Oregon and may include overnight stay.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

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Employee Signature Date

(*The signature of the employee indicates this document has been read and is understood.)*

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Supervisory Approval Date

(The signature of the Supervisor confirms the assignment of work to the employee.)