

East Fork Irrigation District

Job Description - District Manager

Reports to: Board of Directors
Classification: Full time, At Will Employee, Exempt
Salary Range: \$70,000-\$85,000 per year to start DOE
Medical and retirement plan, vacation and sick leave, paid Federal holidays

Position Summary

The District Manager is responsible for the administration and operations of the District to carry out District policies and programs set by the five-member Board of Directors, as well as meeting all state and federal laws and associated guidelines pertaining to District operations. The District Manager directs and coordinates the activities of all District employees.

Essential Functions

- Responsible for the effective direction, operation and control of the key activities of the District including: irrigation operations, financial functions, human resources administration, governmental affairs and public information activities.
- Implement the goals, policies and priorities of the District established by the Board.
- Organize and attend regular Board meetings, updating the Board on District operations including finances, cash flow, irrigation operation, project status, as well as communicating pertinent issues to District patrons.
- Implement District capital improvement projects, including developing projects in accordance with the District's modernization plan, selecting project design and construction contractors, pursuing grant funding, and other related functions.
- Oversee financial aspects of District operations, including financial reporting to the Board and other entities as required by law and District agreements, including annual audits, annual budgets, cost control, cash flow management, payroll, and purchasing.
- Full responsibility for supervising District employees, including maintaining employee policies and manuals, selecting, training, motivating and evaluating District personnel.
- Represent the District at meetings of agencies, boards, commissions and committees whose actions have a direct impact on the business of the District.
- Work cooperatively with local, state and federal agencies and other entities to provide services that are necessary, appropriate, and adequate.
- Ensure the District is in compliance with all applicable local, state, and federal laws and regulations such as those related to irrigation water, personnel matters, safety programs, construction contracts, utility locates, budget and fiscal requirements.
- Perform other work-related duties as assigned by the Board of Directors.

Job Scope

- The District Manager oversees all aspects of the District operations, and in this role, supervises all staff, reviews work products, and tracks project implementation.
- The District Manager works independently, but under the guidance of the Board of Directors.
- The District Manager works collaboratively with a variety of resource agencies and private organizations including; the Oregon Department of Water Resources, Oregon Water Resources Congress, Natural Resources Conservation Service (NRCS), Hood River Soil and Water

Conservation District, Hood River Watershed Group, Confederated Tribes of the Warm Springs Reservation and other local, state and federal agencies to further the District's mission.

Interpersonal Contacts

- The District Manager will have extensive interpersonal contacts with persons from both inside and outside of the organization via a wide variety of mediums, such as email, virtual meetings, in person, telephone conversation etc.

Knowledge, Skills and Abilities

- Must have knowledge and experience related to management at the local government level and have demonstrated experience with public finance and personnel management.
- Must have excellent communication and interpersonal skills and be capable of maintaining cooperative and productive working relationships with EFID Board, staff, patrons, utilities, agencies and other business and industry contacts.
- Must have the ability to effectively manage project scope, schedules and budgets associated with construction projects.
- Must have the abilities to solve problems and work productively with minimal supervision
- Must have the knowledge, skill and ability to utilize a computer and a variety of software programs: including Email, Word, Excel, and Access
- Possess excellent time management skills.
- Basic understanding of water rights in the State of Oregon.

Minimum Qualifications

- High school diploma or equivalent.
- Minimum of five years of related program management experience.

Preferred Qualifications

- Bachelor's degree in business administration, agriculture, engineering, public administration, water resources or closely related field is preferred.
- Experience with irrigation water delivery systems and operations, including Oregon water law.
- Experience with additional software, including accounting and ArcGIS.
- Or an equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

Working Conditions and Physical Demands

- The District Manager works primarily in the office, but also participates in field activities as needed; this position involves approximately 60% office and 40% field work.
- Fieldwork requires the ability to walk long distances (1- 4 miles) across sloped, uneven terrain, sometimes in inclement weather.
- Must be able to carry and use equipment and supplies up to 30 lbs.
- There are some periodic weekend and evening hours as required during the irrigation season (April to October).
- This position also involves periodic travel to meetings and training, some regular evening meetings and occasionally may require overnight stay of more than one day for training or conferences.
- Driving is required for this position; a valid driver's license and insurance will be required.