KLAMATH IRRIGATION DISTRICT

OPEN: 11/15/18
CLOSES: 12/12/18

EXEMPT X
NON-EXEMPT

JOB DESCRIPTION

POSITION: DISTRICT MANAGER

RESPONSIBLE TO: Board of Directors

COMPENSATION: Pay type: Salaried. Will be determined on certifiable experience and qualifications.

CLASSIFICATION: Professional/Management, Regular Full-Time

LOCATION: Klamath Irrigation District
6640 KID Ln
Klamath Falls, OR 97603

SUMMARY:

This is a full-time, at will, exempt, salaried, non-union position with good benefits. District Manager is responsible for all aspects of District operations; including, but not limited to, administration, risk management, personnel management and supervision, financial management and budgeting, contracting, and the development, updating, and implementation of the District’s annual plan of work, long range/business plan, and district’s policies and procedures. The position exists to ensure adequate, financial, resources are obtained, focused, and coordinated to meet the operational needs of the irrigation district. This job entails continually improving the District’s ability and efficiency in delivery of irrigation water supplies. The expected end result is that all land served by the district receive adequate and timely delivery of water.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Lead personnel to accomplish District mission, goals, and objectives.
   - Responsible for managing day-to-day business affairs of the District, supervising employees, and making personnel decisions.
   - Establish job descriptions and performance standards for each employee.
   - Provide feedback to employees on their performance on an informal basis frequently and through formal annual performance evaluations.
   - Identify training needs and provide opportunities to employees for professional growth.
   - Give guidance, direction, and set priorities for employees as necessary.

2. Manage Finances
   - Serve as District budget officer, preparing annual budgets in conformity with local budget law.
   - Oversee system of financial accountability in accordance with established policies, monitoring and controlling expenditures to remain within approved spending limits.
   - Keep the Board of Directors fully informed about the District’s financial position through detailed monthly treasurer’s reports.
   - Annually prepare Management Discussion and Analysis Report of the District’s financial statement in conjunction with the audit.
   - Invest funds in accordance with District Board direction.
3. Manage contracts and grants
   • Develop agreements, contracts, work statements, project budgets, and reporting formats.
   • Closely track project progress, financial status, due dates and deliverables.
   • Take action as necessary to ensure projects are completed on time and within budget with all deliverables met.

4. Serve as District contracting officer ensuring all aspects of contracting are done in accordance with statutory requirements and policies adopted by the Board.

5. Must be able to organize and conduct needed outreach and information activities to KID constituents and be able to prepare and deliver effective presentations to agencies and the public.

6. Frequent interactions in person, via phone, email, and written correspondence occur with state, federal, and local agencies with which the District works. In addition, similar interaction occurs between the District Manager and the District’s clientele, primarily local farmers and ranchers.

Secondary Functions
These are incidental to the position and could reasonably be performed by another designated staff member.

1. Conduct the following reviews annually and report results/recommendations to the Board of Directors.
   a. Risk Management using SDAO checklist
   b. District Policies
   c. Agreements and Contracts
   d. Employee Performance (basis for merit pay increases)

2. Serve as principal point of contact for the District with local, state, and federal agencies.
   a. Write the annual report of accomplishments
   b. Prepare and give presentations on the District, its programs, and projects.

3. Maintain vendor (CCR) registration with the federal government

4. Maintain records, including project files and equipment and capital asset records.

5. Take advantage of funding opportunities by seeking grants to help implement the District’s program.

6. Other duties as assigned by the Board of Directors.

Demands/Complexity
This position is highly complex, requiring familiarity with a wide range of laws that govern District operations including state and federal permitting requirements; NEPA, Endangered Species Act, privacy Act, Freedom of Information Act, Oregon Water laws and regulations, Oregon Ag Water Quality requirements, and the following chapters of the Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR): ORS Chapter 536 to 548; ORS 192 Public Records and Meetings; state and federal employment laws.

In addition to state and federal laws and regulations and interagency agreements, the KID Board of Directors has established the KID Personnel Management handbook that includes policies on a wide range of operational issues.

In the absence of written policy, guidance from the Board of Directors is available upon request; however, good judgment and the ability to make sound operational decisions in the absence of policy guidance are essential. The District Manager is expected to exercise initiative in carrying out the District’s responsibilities, and to deal with situations as they arise, keeping the Board of Directors informed.
Maintenance of project records, depreciation schedules on capital equipment, and a current list of non-capital equipment are required, however, staff members may be assigned duties to assist.

Work with the KID Board of Directors in developing and periodically updating the long-range plan.

**EDUCATION and/or EXPERIENCE:**

Bachelor’s degree or equivalent experience required in agricultural, water management or quality or similar discipline. An excellent command of the English language and the ability to communicate effectively by writing and by speech is required. Must have good problem-solving skills; and be able to work on problem solving on a technical level as well as on a personal level. Grant writing, and grant management skills and experience are important for this position. Knowledge of, and experience in irrigated agriculture is also required. A working knowledge of GIS mapping systems is desired. Knowledge of the Klamath Irrigation Project, and surrounding irrigation districts. Experience in the operation of construction equipment, and maintenance preferred. Must have demonstrated ability to effectively, and harmoniously interact with citizens, staff, elected officials, Federal, State and other local governments.

**WORK SCHEDULE:**

This is an Exempt position requiring beyond the minimum of 40 hour per week. Normal office hours are Monday – Friday, 8 a.m. to 4:30 p.m. This position will require work beyond these days and times on a regular basis.

**DRUG POLICY:**

Klamath Irrigation District enforces a drug free work place. Successful applicants will be required to submit a drug testing.

**BACKGROUND:**

Must pass a criminal background check in order to be eligible for employment.