

MOSES LAKE IRRIGATION AND REHABILITATION DISTRICT DISTRICT MANAGER JOB DESCRIPTION

REPORTS TO: MLIRD BOARD OF DIRECTORS

DATE: _____

GRADE LEVEL: EXEMPT/NON-UNION

Preamble:

The mission of the Moses Lake Irrigation and Rehabilitation District (MLIRD) is to fulfill its duties and exercise its powers pursuant to RCW Chapters 87.03 and 87.84, including but not limited to: (1) Protecting and improving Moses Lake as an irrigation facility and source of irrigation water for use by MLIRD ratepayers; and (2) Furthering the recreational potential of the area, rehabilitating and/or improving the lakes and shorelines in the area, and the modifying and/or improving existing and/or planned control structures located in the District in order to further the health, recreation and welfare of the residents in the area.

The Board of Directors (Board) is elected by the MLIRD electors to fulfill the MLIRD mission. The Board is the highest level of authority within the MLIRD.

The Board hires a Manager to execute board policy and manage the daily tasks of the MLIRD, including the staff needed to carry out its policies and directions. The Board provides the Manager with resources for MLIRD operations in the form of assessments and Board-approved withdrawals from reserves (if any).

GENERAL SUMMARY:

The District Manager shall be responsible for managing the executive, administrative and operational functions of the District. The District Manager shall also be responsible for the following:

- Acquiring, supervising, and developing necessary staff
- Development of a Board approved annual budget
- Assuring proper preparation and collection of an accurate irrigation assessment roll per RCW 87.03.250, RCW 87.84.070, and/or other applicable statutes
- Reviewing all contracts and other agreements entered into by the District prior to their award or approval by the Board
- Overseeing the administration of contracts between MLIRD and third parties
- Developing excellent relations with the MLIRD ratepayers and all interfacing governmental agencies
- Assisting the Board with the legal activities of MLIRD by suggesting legal needs and providing recommendations, assistance and information to legal counsel and the Board
- Planning, maintaining, and directing a quality assurance and safety program
- Planning, maintaining, and directing an aquatic weed control program
- Planning, maintaining, and directing a dredging program
- Ensuring compliance with all environmental regulations

- Assisting the Board in developing and implementing long-range strategic plans
- The implementation of policies as directed by the Board
- Compliance with all applicable Federal, Washington State, and local laws

MAJOR RESPONSIBILITIES:

Relations with the MLIRD Board of Directors

- A. The District Manager respects the Board, maintains a harmonious relationship with the Board and keeps the Board fully informed of all issues that may affect the Board’s policy responsibilities.
- B. The District Manager supports and carries out all Board policies without usurping the Board’s authority.
- C. The District Manager will work effectively with Board committees. The District Manager will seek counsel and advice from Board members where their individual expertise may benefit MLIRD.
- D. The District Manager will provide support to the Board, as needed, in implementing Board Committee activities, information, updates, public interfaces, stakeholder meetings, training, et al.
- E. The District Manager shall have no external interests that dilute the District Manager’s effectiveness or creates a real or reasonably perceived conflict of interest, unless the District Manager receives a specific written exception from the Board.

The District Manager shall establish administrative policies consistent with Board policies that provide standards by which business is conducted. These policies shall be reviewed regularly, updated as needed, and maintained with approved Board policies in a “District Policy Manual” which shall be available for public review during all regular working hours.

The District Manager shall be appointed by the Board as Secretary of the Board of Directors (Board Secretary). The Board Secretary shall be responsible for keeping the minutes of all meetings of the Board of Directors, notifying the Board President of the need for Special meetings, posting and sending notices of special board meetings in compliance with the Open Public Meetings Act, preparing the agenda for the meetings in conjunction with the Board President, issuing call for elections and supervising the same. The Board Secretary shall be responsible for preparing the assessment roll and/or schedule of rates, delivering it/them to the Board, giving notice of the meeting of the Board of Equalization, completing the Assessment Roll and/or schedule of rates and delivering it/them to the Board of Directors in accordance with Title 87 RCW (Revised Code of Washington). These duties may be delegated by the Board Secretary to the extent not prohibited by law, but the District Manager/Board Secretary shall continue to be ultimately responsible for all duties imposed by statute upon the Secretary of an irrigation District.

The Board Secretary shall collect tolls, fees, charges, assessments and other monies levied by the District pursuant to Board policy, to Board resolutions, and consistent with any interlocal agreements approved by the Board. The Board Secretary shall keep the books and records of the District to ensure the integrity of the content, process payments owed by the District, and keep the Board of Directors informed of the financial condition of all accounts. The Board Secretary shall perform such other duties as may be required by law or requested by the Board of Directors.

Leadership

Directly, or through staff organization, the District Manager will provide to the District the following services and expertise:

- A. Develops, interactively with the Board, a clear vision of the District's future; creates, and develops plans for achieving such, taking into consideration the long-term interests of District ratepayers, areas of commercial and residential growth within the District, and city and agency interests and interfaces within or along District boundaries.
- B. Prepares and implements a viable strategic plan with established goals to meet vision and mission statements of the District.
- C. Establishes effective, positive, working relationships with the Board, staff, stakeholders, and interfacing governmental agencies.
- D. Provides internal leadership to guide and direct staff in planning and executing approved strategies, tactics, and plans. Appropriately empowers staff by involving them in strategic development, planning and execution, ensuring they are trained to perform, and holding them accountable by measureable results.
- E. Provides the vision, ideas, and leadership to make the District more cost-efficient, developing with staff, new and innovative approaches to providing District services to the District's ratepayers.

Relations with Ratepayers

- A. The District Manager's primary focus is excellent service to ratepayers, owners of lands within the District, and to those both inside and outside the organization and excellent fiscal responsibility, including research and implementation of the most efficient and cost-effective methods of completing the mission and projects of the MLIRD.
- B. The District Manager and staff will promptly be responsive to ratepayer concerns.
- C. The District Manager will plan for continued urban development while maintaining equitable treatment of the agricultural community.
- D. The District Manager will ensure the MLIRD has positive relations with other community stakeholders and government entities and will keep the Board fully informed of all discussions.

Planning

The District Manager will provide to the District the following services:

- A. Develops short-term tactics, milestones, costs and resources to achieve the District's strategic plans.
- B. Develops proactive plans to assure the continuation of availability of irrigation water; this may involve acquiring a future supplies and distribution plans within a growing District.
- C. Develop proactive plans to further the recreational potential of the area, to maintain and improve water quality, to rehabilitate and/or improve lakes and shorelines and

the modify and/or improve existing and/or planned control structures located in the District in order to further the health, recreation, and welfare of the residents in the area to the extent authorized by RCW Ch. 87.84.

- D. Oversees staff performance evaluations, employee discipline, salary plan development and administration, benefits planning, contracts, and negotiation/administration of the labor agreements both in the Union and for exempt employees.
- E. Prepare and initiate a comprehensive plan for the District.

External Relations

The District Manager shall:

- A. Represent the District in all areas with the highest level of professional integrity and communications.
- B. Interacts with public and governmental agencies as necessary to meet the strategic objectives of the District.
- C. Organizes local public meetings, public hearings and informational meetings in compliance with the Open Public Meetings Act and other applicable laws.
- D. Participate in community and professional organizations to gain an understanding of the community needs and conveys MLIRD programs/plans.

Performance Review

- A. The performance of the District Manager will be reviewed at least biannually by the Board of Directors. The current President of the Board of Directors shall perform the evaluation, but shall obtain and consider input from the other members of the Board.

MOSES LAKE IRRIGATION AND REHABILITATION DISTRICT

APPROVED: _____ DATE: _____
President, Board of Directors