

**MOSES LAKE IRRIGATION AND REHABILITATION DISTRICT  
DISTRICT MANAGER/SECRETARY TO THE BOARD  
JOB DESCRIPTION**

**REPORTS TO:** MLIRD BOARD OF DIRECTORS

**DATE:** \_\_\_\_\_

**GRADE LEVEL:** EXEMPT/NON-UNION

The purpose and responsibility of MLIRD on behalf of the citizens within District boundaries is encompassed by the District's Mission Statement:

"The Moses Lake Irrigation and Rehabilitation District is devoted to operate and maintain Moses Lake as an irrigation impoundment, and to improve the water quality of Moses Lake. It is MLIRD's goal to enhance the recreational aspects of the lake and to rehabilitate the lake to further the health, welfare and quality of life of the citizens that surround it as authorized by RCW 87.84"

**MLIRD BOARD OF DIRECTORS:**

The MLIRD Board of Directors are the legislative and executive body of MLIRD, pursuant to RCW Chapters 87.03 and 87.84, and all other applicable statutes and laws. The powers of the District are exercised by and through the five member Board of Directors.

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/Secretary to the Board to implement Board policies and direction and manage the daily tasks of the MLIRD, including 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.

**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:

- Implementing policies as directed by the Board in compliance with all applicable Federal, Washington State, and local laws
- Acquiring, supervising and developing necessary staff
- Developing an annual budget for Board approval
- Assist the Board in developing and implementing long-range strategic plans
- Assure preparation and collection of accurate assessment rolls per RCW 87.03.250, RCW 87.84.070, and/or other applicable statutes
- Review all contracts and other agreements entered into by the District prior to their award or approval by the Board, then Board approval, the administration of contracts between MLIRD and third parties
- Develop excellent relations with MLIRD ratepayers, Moses Lake citizens, and all interfacing government agencies

- Assist the Board with MLIRD legal activities by suggesting legal needs and providing recommendations, assistance and information to legal counsel and the Board
- Plan, maintain and direct a quality assurance and safety program
- Plan, maintain and direct an aquatic weed control program, dredging operation and ensure compliance with all environmental regulations
- Assure MLIRD compliance with all applicable Federal, Washington State and local laws

**MAJOR RESPONSIBILITIES:**

**Relations with the MLIRD Board of Directors**

- A. The District Manager shall respect the Board, maintain a professional relationship and keep the Board informed on all issues that may affect the Board’s policy responsibility.
- B. The District Manager supports and implements all Board policies and works effectively with Board committees without usurping Board authority.
- C. The District Manager shall report to the Board on implementing Board directed activities, current issues, updates, public interfaces, stakeholder meetings, training, et al.
- D. The District Manager shall have no external interests that dilute his/her effectiveness or creates a real or reasonably perceived conflict of interest.

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

The District Manager shall be appointed by the Board as “Secretary of the Board of Directors” (Board Secretary). The Board Secretary (Manager) shall be responsible for keeping the minutes of all Board meetings and notifying the Board President of the need for Special meetings.

The District Manager shall arrange for 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 and, when necessary, call for and supervise elections. 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 District Manager/Board Secretary.

The Board Secretary/District Manager 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/District Manager shall keep the District books and records 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/District Manager 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 shall provide to the District the following services and expertise:

- A. Develop, with the Board, a clear vision and plans for the District’s future, prepares and implement a viable strategic plan with established goals to meet the vision and mission statements of the District, 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. Establish effective, positive working relationships with the Board, staff, stakeholders, and interfacing governmental agencies.
- C. Provide the vision, ideas, and leadership with staff to make the District most cost-efficient.
- D. Shall pursue funding and grant opportunities when available.

**RELATIONS WITH RATEPAYERS:**

- A. The District Manager’s primary focus is excellent service to ratepayers, landowners within the District, and to those both inside and outside the organization, including research and implementing programs and projects to accomplish the MLIRD mission.
- B. The District Manager and staff will be promptly 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 MLIRD has positive relations with other community stakeholders and government entities and will keep the Board fully informed of all discussions and activities.

**PLANNING:**

The District Manager shall 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 available irrigation water; this may involve acquiring future supplies and distribution plans within the growing District.
- C. Develop proactive plans to further the recreational potential of the area, maintain and improve water quality, rehabilitate and/or improve lake water and shorelines and maintain, 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. Oversee 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 Board approved operational plan for the District.

**EXTERNAL RELATIONS:**

The District Manager shall:

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

**PERFORMANCE REVIEW:**

- A. The performance of the District Manager will be reviewed at least biannually by the Board of Directors.

MOSES LAKE IRRIGATION AND REHABILITATION DISTRICT

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
President, Board of Directors