

East Columbia Basin Irrigation District
55 N. 8th Ave., PO Box E
Othello, WA 99344
509.488.9671 Fax 509.488-6433

JOB DESCRIPTION

Job Title: Secretary-Manager
Department: Administration
Reports To: Board of Directors
Pay Range: TBD
FLSA Status: Exempt
Union: No

SUMMARY:

The Secretary-Manager provides strategic leadership to ensure the efficient and effective operation of the District while advancing its mission and long-term objectives.

Under the direction of the Board of Directors, the Secretary-Manager serves as the District's primary spokesperson. This position is responsible for the management of internal operations, including administration and human resources, as well as external relations with landowners, governmental entities, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following represents typical duties and responsibilities of the Secretary-Manager position. This list is not exhaustive and may evolve with the needs of the District.

- As Secretary, perform duties as authorized, required and limited by Chapter 87 Revised Code of Washington (RCW)
- As Manager, perform duties as authorized, required, as outlined in Article 47 of the 1968 Amendatory, Supplemental, and Replacement Repayment Contract between the United States of America and the East Columbia Basin Irrigation District.
- Build and maintain relationships with other irrigation districts (e.g., Quincy and South Columbia Basin Irrigation Districts, associations, local governments, state, and federal agencies).
- Execute activities including planning, permitting, administration, regulatory compliance.
- Advance future Columbia Basin Project Development and protect existing Columbia Basin Project water rights.
- Communicate District activities and information to landowners and the public through a public relations plan.
- Represent the District in negotiations for labor agreements in consultation with HR Supervisor, O&M Assistant Manager, and labor consultant. Present tentative agreements for Board approval. Administer and discipline bargaining unit employees consistent with

the District's Collective Bargaining Agreement. Coordinate with the District labor consultant and attorney for actions involving loss of pay or termination.

- Administer discipline for non-bargaining and management employees in consultation with the District's attorney and labor consultant, as necessary.
- Advice on changes to staffing levels which require Board of Directors approval.
- Annually present recommendations for wages, salaries, benefits and working conditions of non-union employees to the Board of Directors.
- Work with the Assistant Manager Administration/Treasurer/Assistant Secretary/Auditing Officer, or successor positions, directly appointed by the Board of Directors. Many of those employee's duties and responsibilities are authorized, required, and limited by Chapter 87 RCW, the 1968 Repayment Contract, and the District's By-Laws. Secretary-Manager supervision of that employee may not conflict with or supersede those authorizations, requirements, and limitations. Any discipline or termination of that employee is by the Board of Directors.
- Collaborate with Assistant Manager of Administration/Assistant Secretary/Auditing Officer, or successor position, to work cooperatively to ensure the financial well-being of the District.
- Prepare and recommend updates, revisions, and additions to District policies, rules and regulations as required and/or as directed by the Board of Directors.
- Manage or cause to be managed the operation and maintenance of irrigation and drainage works transferred to the District including, but not limited to, canals, laterals, wasteways, drains, pumping plants, hydraulic structures, buildings, grounds and yards, vehicles, equipment and all their appurtenances.
- Plan or cause to be planned the extraordinary maintenance and replacement of the irrigation and drainage works transferred to the District including, but not limited to canals, laterals, wasteways, drains, pumping plants, hydraulic structures, buildings, grounds yards, vehicles, equipment and all their appurtenances.
- Progress the completion of the second half of the Columbia Basin Project as opportunities arise and as directed by the Board of Directors.
- In consultation with the District attorney and in coordination with Quincy and South Irrigation Districts, negotiate budgets and rates with the U.S. Bureau of Reclamation for the operation, maintenance, extraordinary maintenance, and replacement of Columbia Basin Project reserved works.
- Oversee and present to the Board of Directors the annual O&M budget, including related financial plans and financing. The O&M budget is to include recommended irrigation assessments for the following year. The Board of Directors must approve the annual O&M budget.
- In coordination with the Assistant Manager for Administration/Treasurer/Assistant Secretary/Auditing Officer and the District Attorney, and as authorized or limited by the Board of Directors, manage the business administration of the District. Responsibilities include, but are not limited to, budget-to-actual tracking through comparative reports, purchasing insurance and processing claims (both against and on behalf of the District), acquiring supplies and materials, and hiring consultants and contractors. This role also involves preparing and presenting reports, correspondence, audits, and other communications, both written and oral, to support, facilitate, and document the effective administration of the District.
- Assume leadership roles in professional organizations, including but not limited to the National Water Resources Association and the Washington State Water Resources Association, to promote the District's interests and enhance professional engagement.

- Perform all duties necessary for the efficient, effective, reliable, and economical operation, maintenance, and administration of the District. The Secretary-Manager is also responsible for executing any additional duties assigned by the Board of Directors and shall report on performance of such duties as required to ensure transparency, accountability, and the continued success of District operations.

SUPERVISOR RESPONSIBILITIES:

Provides strategic leadership and executive oversight for all District operations, ensuring alignment with organizational goals, policies, and regulatory requirements. Directly manages and mentors positions, including:

- Assistant Manager of Operations & Maintenance (O&M)
- Assistant Manager of Technical Services
- Assistant Secretary/Treasurer/Assistant Manager for Administration/Auditing Officer
- Development Coordinator
- Special Projects Coordinator
- Executive Secretary

Holds ultimate responsibility for the performance, coordination, and effectiveness of all departments.

JOB REQUIREMENTS:

The following requirements are representative of the qualifications necessary to perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities qualifies. Required knowledge and abilities consist of:

- Equivalent to graduation from high school (12th grade or GED); and
- A degree in engineering, irrigation technology, applied science, construction technology, business administration, or a closely related field is preferred; and
- Ten (10) years of progressively responsible experience in irrigation or water delivery system operations, maintenance, construction, repair, or related activities.

Experience Requirements:

- At least five years of experience in a lead or supervisory capacity.
- Demonstrated leadership ability through the successful performance of progressively responsible assignments.

- Strong reasoning, problem-solving, and decision-making abilities, including the capacity to analyze complex situations, evaluate alternatives, and implement effective solutions related to water system operations and maintenance and business administration.

Knowledge, Skills, and Abilities:

- Ability to read engineering plans.
- Knowledge of hydraulic principles, particularly related to open channel flow, pipe flow, and pumping systems.
- Basic knowledge of mechanical fundamentals, including pumps, motors, and valves.
- Familiarity with instrumentation and logic commonly utilized in hydraulic Supervisory Control and Data Acquisition (SCADA) systems.
- Proficiency in spreadsheet and word processing software, specifically Microsoft Office.
- Knowledge of Geographic Information Systems (GIS).
- Understanding of regulatory compliance requirements and water rights laws applicable to irrigation districts.
- Ability to plan, organize, and supervise staff and projects effectively, including scheduling, budgeting, and resource allocation.
- Ability to train, mentor, and evaluate staff performance.
- Ability to establish and maintain positive working relationships with a board of directors, coworkers, contractors, and the public.
- Capacity to adapt to evolving technology, equipment, and industry standards in water system management.
- Strong reasoning, analytical, and critical thinking skills, including evaluating alternatives and making sound operational decisions.

Other:

- Must possess a valid Washington State driver's license with a good driving record (MVR must be provided as a condition of hire)
- Must pass a criminal background check and pre-employment drug screen as a condition of employment.
- Must display a positive attitude and promote teamwork.
- Must display a courteous, respectful, and tactful manner with supervisors, co-workers, and the public.
- Must follow all District safety policies.
- Must live within District boundaries.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Must be able to stoop, kneel, crouch, or crawl.
- Must be able to frequently lift and/or move up to twenty-five pounds and occasionally lift and/or move up to fifty pounds.

- Must be able to have vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must have manual dexterity to operate a motor vehicle, personal computer, keyboard, and mouse.
- Must be able to communicate clearly, both orally and in writing
- Ability to work and drive in all-weather conditions and traverse in varied types of terrain.

Working Conditions:

This position will expose the worker to environmental conditions found both indoors and outdoors.

- May be exposed to extreme temperatures (heat and cold)
- May be required to work in close quarters and cramped spaces.
- May be exposed to fumes, odors, dust, and other pollutants.
- May be exposed to hazards such as rapidly moving water
- May be exposed to heights up to 20.'
- May be exposed to loud noise levels.

Compensation:

Wage: TBD, dependent on qualifications

Benefits:

- Health Insurance
 - Including medical, dental and vision
- Basic life insurance, Accidental Death & Dismemberment (AD&D), and long-term disability
 - Supplemental life, AD&D and long-term disability insurance available
- Annual & Sick Leave
- Nine paid holidays, two three ½ hour holidays and one Floating Holiday
- WA Public Employees Retirement System
- Voluntary Washington Deferred Compensation Program

This is a full-time position located in Othello, WA. Normal hours will be Monday through Friday, 7:30 AM to 4:30 PM, but may vary. Standby and emergency callouts may be required. Travel outside the District will be required to attend conferences, meetings, and/or trainings. (Expenses reimbursed for District travel.)

The Secretary-Manager is classified as a management position and is not covered by a labor agreement (See Section II.d. of the District's Personnel Practices and Procedures Manual). This is an executive, administration and professional exempt position as defined by RCW 49.46.010 and the Fair Labor Standards Act, 29 USC Sec. 201, et.seq.