

# EL CAMINO IRRIGATION DISTRICT

## DISTRICT MANAGER

Gerber, CA / Full Time

Salary \$39,000 - \$45,000 per year, DOE

### Description:

Under minimal direction, the District Manager manages District operations to provide customers with a reliable irrigation water supply; provides professional and technical staff support, and assistance to the Board; coordinates all District activities with Federal, State, County, local and private agencies. Performs additional duties as required.

### Distinguishing Characteristics:

The District Manager reports directly to the Board of Directors. Scope of work is highly complex in nature with management responsibility over all facets of the District. The District Manager works from general directives or broadly defined missions of the organization as a whole. Decision making ability is imperative. Erroneous decisions or recommendations could result in failure to achieve critical goals and objectives and may seriously affect the ability of the organization to meet its overall long-term objectives. Directly supervises the work of the Secretary/Bookkeeper, Maintenance crew, and Water Tenders.

### Examples of Duties:

Duties may include, but are not necessarily limited to:

- Must attend mandatory monthly board meetings
- Plans, directs and coordinates services, activities and operations of all facilities equipment and projects;
- Manages the selection, training, and supervision of entire staff;
- Coordinates District activities with all regulatory agencies; ensures compliance with all state, local, and federal laws;
- Prepares, evaluates, and implements District budget; develops short and long term financial strategies; prepares capital improvement program;
- Provides legislative direction/advice to Board; works closely with Board in developing District priorities;
- Implements Board policies and directives and communicates them to the public;
- Serves as the principal spokesperson for the District; represents District at public and professional functions; oversees public information programs, and coordinates media relations;
- Monitors District infrastructure and rehabilitation; ensures District records are maintained;
- Work with staff to resolve customer complaints;
- Develops, monitors, and evaluates water strategies; researches new technologies;
- Serves as principal purchasing agent;
- Confers with District Counsel;
- Manages contractors and consultants ensuring District standards, policies, and directives are maintained.

**Minimum Qualifications:**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training and Experience: Associate of Science degree in Public Administration, Business Administration, Engineering, Resource Management or similar discipline, and/or substantial relevant job experience that provides the necessary knowledge for the position. Experience in a water district or similar agency strongly preferred. Experience working with an elected Board of Directors preferred. Prior supervisory job experience required.

**Knowledge of:**

- Day-to-day maintenance, operations, structure, and function of water distribution Systems, turbine pumps, electricity, and wells.
- Budget development, analysis, and financial strategies
- Long-range planning
- Regulatory and legal requirements of a water district
- Interrelationship between water and land use decisions
- Technology related to water resource and business management

**Ability to:**

- Communicate and interact effectively both with diverse individuals and with large groups of people with conflicting interests
- Plan, organize, schedule, and coordinate activities and set priorities under changing conditions
- Establish and maintain effective, pleasant and cooperative working relationships with Board members, employees, officials, landowners and the general public
- Supervise, motivate, inspect and evaluate the work of employees and outside contractors

**Skill In:**

- Thinking through complex issues and recommending sound alternatives and solutions
- Water resource management
- Negotiating complicated contracts
- Principles and practices of business management
- Verbal and written communication
- Computer usage
- Multitasking

**Licenses/Certificates:** Possession of a valid Class C California Driver's license, with a driving record acceptable to the District.

**Physical Requirements:** Incumbent must be able to function in an office and field environment in work ranging from a sedentary to an active nature, and perform the following, with or without reasonable accommodation:

- Utilize vision, hearing and speech
- Utilize manual and finger dexterity
- Walk on smooth and/or uneven surfaces
- Climb, ladders or steep surfaces
- Stand upright and/or forward flexing
- Twist, turn, bend and reach
- Lift and/or carry 50 pounds occasionally
- Work in areas subject to exposure to wet, damp surfaces; dusts, mists, pollens, chemicals commonly used in agricultural operations; high levels of noise; a variety of weather conditions; extremes of heat or cold
- Wear personal protective equipment

This job specification should not be construed to imply that these requirements are the exclusive standards of the position.

Position is full-time salaried. Work hours will be varied and depend on the unpredictable nature of weather, the water season, and landowner needs. Some travel may be required, with rare overnights. A variety of field work will be a regular part of the job and the ability to work in varying terrain in varying weather conditions is required.

**To Apply:** Submit a completed standard application, cover letter and resume to a JTC Staff member, and ask for a prescreen interview.