

MANAGER

Okanogan Irrigation District

The position requires a well organized, detail oriented, self starter. The primary emphasis is to manage & administer the daily operation of the Okanogan Irrigation District. The Okanogan Irrigation District is a 5,032 acre irrigation district with 4 full-time employees that serve approximately 680 water users. The manager reports to a 5 person Board of Directors.

Job Duties & Responsibilities: Supervise staff (currently 3 employees) in administrative responsibilities for various departments. Consult with Executive Board on the strategic direction in securing resources for the District. Coordinate planning of related engineering, scientific & technical activities. Provide direction to develop & implement programs in the areas of water quality, soils, engineering, water rights & fisheries. Compile, review & process Engineering bids & contracts for presentation to the irrigation district board members. Provide assistance for design & field support for capital improvements & trouble shooting of district system (including pumps, pipelines, Shellrock pumping plant, etc.) Manage policies & programs that comply with regulations & agreements & other local, state, federal & tribal programs.

Qualifications: Must have strong communications skills to facilitate productive interaction with governmental and tribal agencies. A Bachelor Degree in Water Engineering/Civil Engineering or related science or equivalent education & experience. Must have excellent accuracy & analytical skills, detail oriented & be able to effectively prioritize tasks. Thorough working knowledge of computer programs including the Microsoft Suite of products (Excel, Word, etc.) along with internet & email skills. This position works both independently & in a team environment. Valid Washington State driver's license is required & the ability to qualify for the District's vehicle insurance coverage.

Physical Requirements/Information: Sits or stands for extended periods; operates routine office machines; work in an indoor & outdoor environment in all weather / terrain condition; lift 40 pounds; drive a vehicle; possesses verbal skills necessary to communicate effectively with employees & customers of the District. Some travel may be required in the position.

Please contact the Okanogan Irrigation District Office, 37A Douglas Rd., Okanogan, (509)826-1250 for an employment application. Closing date is March 12, 2010, 4:30p.m.