

# WESTLAND

## Irrigation District

### General Manager

### Job Announcement

Opening Date: April 26, 2021

Closing Date: Open till filled

#### **General Position Summary:**

Westland Irrigation District is currently recruiting qualified applicants to fill the position of General Manager. Serving as the district's chief executive officer, the General Manager is appointed and reports to the five-member board of directors who are elected by the voters of the district. The District is looking to hire a person who, through collaborative leadership, board, staff, and customer engagement, and outstanding management and administrative skills will further enhance the District's ability to deliver water efficiently and effectively to all customers of the district.

Located in north-central Oregon, Westland Irrigation District is one of the four irrigation districts in the U.S. Bureau of Reclamation's Umatilla Project. Established in 1917, the district is responsible for delivering Umatilla River water early in the spring and McKay Reservoir water later in the summer to approximately 14,700 acres of farmland, mainly in Umatilla County. Farm and ranch families in the district raise crops which include alfalfa, carrots, beans, corn, grass seed, melons, mint, onions, peas, potatoes, wheat, and pasture for livestock. The district serves approximately 260 patrons, has an annual operating budget of approximately \$1.5 million, and employs six employees (two administrative; four operation and maintenance).

Westland Irrigation District holds Oregon state water rights to Umatilla River water supplies. Westland's earliest primary Umatilla River water right is from 1903 for 33.12 cfs. The District holds additional primary Umatilla water rights from 1907 (53.2 cfs), 1961 (35.12 cfs), and 1981 (1.68 cfs). The District gained supplemental water rights for stored water in McKay Reservoir in 1924. The district's privately owned diversion facilities, the Westland Diversion Dam and Main Canal, are located 1 mile south of Echo. The district works collaboratively with local, state and federal agencies, conservation groups and the Confederated Tribes of the Umatilla Indian Reservation. More information about the district can be found at [www.westlandirrigation.com](http://www.westlandirrigation.com).

The General Manager is responsible for leading efforts to develop a strong foundation for current and future operation of the District. The General Manager oversees the management of personnel, budgets, water rights, and facilities. Working with the Board and staff, the General Manager is responsible for developing, evaluating, and implementing professional operating policies and procedures that will assist the district with abiding by state and federal regulations and best practices of operating an irrigation district.

The General Manager must have exceptional communication skills with the ability to address issues calmly, tactfully, and proactively from a variety of stakeholders (customers, staff, board, public, regulatory agencies, etc.). He/she must demonstrate the ability to keep the board of directors well-informed and engaged. It is important for the General Manager to have a good

understanding of water rights and the complexities of managing a water delivery system including the infrastructure needed to deliver water throughout the district. The General Manager must demonstrate the ability to lead, manage, and complete long-term complex projects (infrastructure, water source, conservation, technical) which will enhance overall district operations.

**Required Education and Experience:**

**Minimum Qualifications**

- High School Diploma or equivalent
- Five years of experience managing/leading/supervising organizations and/or programs in a related field.

**Desired Qualifications**

- Bachelor's degree in business administration, agriculture, engineering, public administration, water resources or closely related field is preferred.
- Experience with irrigation water delivery systems and operations, including Oregon water law.
- Experience with computer software including word processing, spreadsheets, website platforms, accounting, ArcGIS, mapping programs, and water management.

**OR**

- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

**Pay and Benefits:**

Starting Salary Range: \$75,000 - \$90,000 annually

Benefits include: Health Insurance (medical, dental, and vision), District Contribution to Retirement Program, 11 holidays, 12-20 days of vacation based on tenure, sick leave.

Monthly Vehicle Allowance

**Desirable Starting Date:** Negotiable

**To be considered as a candidate, please submit a completed and signed application, a resume, and cover letter describing why you are interested in the position and how your experience translates to meet the requirements of the position description.**

**Submit by email or postal service to:**

Attn. Shanta Carter  
Westland Irrigation District  
General Manager Hiring Process  
Special Districts Association of Oregon  
PO Box 23879  
Tigard, Oregon 97281

Email: [scarter@sdao.com](mailto:scarter@sdao.com)

Job description and application available at <https://www.sdao.com/classifieds>