



DISTRICT MANAGER

\$70,000 - \$90,000

Plus Excellent Benefits

Apply by

October 20, 2019

(First Review, Open Until Filled)

***P*ROTHMAN**



WHY APPLY



Headquartered in the City of Forest Grove, Oregon, the Tualatin Valley Irrigation District serves roughly 17,000 acres of land in Washington County and is located in one of the most beautiful and liv-

able areas of the Pacific Northwest. Nestled between the vibrant city of Portland and the green farm fields of Western Washington County, the Tualatin Valley offers a strong business environment and the attractions of a large metropolitan area, while still maintaining a hometown feel. The community prides itself on its remarkable atmosphere, natural beauty, high achieving schools, many parks, and a wide variety of cultural and recreational opportunities.

This is a great opportunity for a talented public-sector professional to utilize their skills, knowledge base, and creative innovation for future personal growth, and to make a difference in a vibrant and progressive community. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you.

THE COMMUNITY

The Tualatin Valley has more than a dozen unique cities, towns and neighborhoods. Ranging from busy urban centers to quaint rural communities, the Tualatin Valley is known for its friendly local communities that provide visitors and residents with the best Oregon has to offer. The Forest Grove area offers residents and visitors a comfortable combination of a leisurely atmosphere, mixed with a variety of opportunities for entertainment experiences. Situated along the South Eastern edge of the Tillamook Forest, the surrounding area boasts a rich history, picturesque old forest views, and expansive farmlands which bring a sense of serenity and beauty to the community. Just 30 minutes to the northwest, the Tillamook National Forest offers year-round experiences for all types of outdoor activities, 8 developed campgrounds, and miles of trails for hiking, biking, and horseback riding. As well, miles of motorized trails offer varying degrees of difficulty for ATV, 4WD, motorcycle riding, and snowmobiling through all seasons. The area also has an abundance of streams and rivers that allow for swimming, fishing and picturesque picnicking.

Only 8 miles to the southwest of Forest Grove, Henry Hagg Lake is a popular location trout and bass fishing, bird watching, boating and boat rentals, swimming. The lake also has wildlife observation decks and picnic grounds for those looking to relax lakeside. The surrounding area also offers an 18-hole disc golf course, along with ziplining and adventure course options at the Tree to Tree Aerial Adventure Park. Downtown Forest Grove is home to the McMenamins Grand Lodge, the historic Pacific University campus, a variety of art galleries, museums, antique shops, and boutiques, and a large variety of dining options. Each year, the community comes together with the help of both Pacific University and the McMenamins Grand Lodge for indoor or outdoor live music, dance and theater performances, movies, and art showcases. Local award-winning Pinot Noire wineries and vineyards also offer tours, tastings, scenic drives, and dining, and bring in an abundance of tourists to the region each year.



THE ORGANIZATION

The Tualatin Valley Irrigation District was formed by Oregon statute in 1962 for the purpose of shepherding the Tualatin Project through the Congress of the United States. The Tualatin Project, constructed by the US Department of the Interior, Bureau of Reclamation, provides water for the cities of Beaverton, Hillsboro and Forest Grove. It also provides water to improve the quality of the Tualatin river and most importantly, the project provides 50% of its water for the irrigation of crops within the district boundaries. The District is served by a five-member Board of Directors, with each board member representing a sub-division of the district at the monthly meeting. Operating on a 2019 budget of \$1,180,000 with 7 FTE's including the District Manager, the District serves approximately 350 customers and irrigates 17,000 acres in Washington and Yamhill Counties.

TVID operates Scoggins Dam which impounds Hagg Lake, 2 pumping plants, and maintains over 120 miles of buried pressurized pipeline ranging from 60" to 6". The Patton Valley Pump Plant is located on Scoggins Creek, and proves water for the Patton Valley area and upper Tualatin River. The Springhill Pump Plan has four 350 horsepower pumps and five 1500 horsepower pumps, which take water from the Tualatin River for distribution through the north, east, and west pipelines. Water is also delivered from the Tualatin River for irrigators who pump directly from the river.

THE POSITION

Under the direction of the Board of Directors, the District Manager assumes full management responsibilities for all District services and activities including accounting, engineering, maintenance, purchasing and water operations. The Manager also recommends and administers policies and procedures, prepares directives to carry out policies approved by the Board, and manage subordinate supervisors in Operations and Administration.

Main responsibilities include:

- Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate accordingly.
- Plan, direct and coordinate, through subordinate level staff, the District's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate and evaluate District personnel; provide or coordinate staff training, work with employees to correct deficiencies; implement discipline and termination procedures.



- Develop and administer the District budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Explain, justify, and defend District programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the District to elected officials and outside agencies; coordinate District activities with those of other outside agencies and organizations.
- Strive to keep great relations with outside agencies such as the Bureau of Reclamation (BOR), Clean Water Services, Oregon Water Resources Dept., and U.S. Fish & Wildlife.
- Provide staff assistance to the BOD; participate in a variety of boards, committees; prepare and present other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water distribution management.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

OPPORTUNITIES & CHALLENGES

One of the biggest challenges facing the District is encroachment. Tualatin Valley Irrigation District (TVID) is on the edge of a rapidly growing urban area. County roads are changing causing TVID pipelines and right of ways to be relocated. The District has a contract with Washington County of Oregon and the Oregon Department of Transportation (ODOT) that allows for reimbursement to the District, however design, engineering, and administration are typically the District's responsibility. These projects can sometimes cost over a million dollars, however, can also provide opportunities for the District to get needed upgrades.

The biggest challenge currently facing the District is protecting its source of water. TVID is near the end of a 15-year Safety of Dams process. TVID operates and maintains Scoggins Dam through agreement with the Bureau of Reclamation. Scoggins Dam has been identified as a high hazard Dam if it were to fail due to the Cascadia Subduction Zone earthquake, which is capable of producing a 9.0 magnitude quake. The Bureau of Reclamation considers Scoggins Dam the highest priority in their inventory of Dams. There are currently 3 options that include; fixing the existing Dam, fixing and raising the existing Dam for additional benefits, and building a new Dam downstream.

The new Manager will be a member of the Oversight Management Group and participate in other work groups associated with this 300-million-dollar project. There will be a decision made in March of 2020 on 1 of the 3 options, then construction. The Manager will need to pay close attention to the details as the new repayment contract is written.

Another challenge will be administering IGA's and or Contracts with cooperating Agencies and customers. There are several IGA's that are designed to generate revenues for the District through water sales, and water wheeling. These IGA's are set up to bill annually so record keeping and oversight on time and materials is very important. The new Manager will need to become very familiar with these agreements and understand the relationships that have been created with the other Agencies.

Additionally, because TVID is feeling the pressure of urban growth, there is an increase in Water Rights transfers. As farmlands get taken out of production from growth, the Water Rights will need to be transferred to new lands. There are other reasons for transfers as well. The new Manager will be expected to understand water rights and rules that are administered by the Oregon Water Resources Department (OWRD). TVID assesses 17,000 acres, if these acres are not protected it will directly affect the Budget and rates will have to be increased on others to offset losses.

IDEAL CANDIDATE

Education and Experience:

A bachelor's degree from a four-year college or university, or seven (7) to ten (10) years of related experience and/or training is required. Knowledge of Oregon Water Law and water rights, water right transfer process, and Oregon statutes related to Irrigation Districts is highly preferred. Candidates must possess or be able to obtain a current Oregon driver's license with a good driving record, and when required, and possess or be able to obtain a Dam Tenders Certificate.

Preferred Knowledge, Skills and Abilities:

- Ability to identify and resolve problems in a timely manner, work well in group problem solving situations, gather and analyze information skillfully, develop alternative solutions, and use reason even when dealing with emotional topics.

- Skill in assessing one's own strengths and weaknesses. Experience pursuing training and development opportunities, and striving to continually build knowledge and skills, sharing expertise with others.
- Experience managing difficult or emotional customer situations, responding promptly to customer needs, soliciting customer feedback to improve service, responding to requests for service and assistance, and meeting commitments.
- Ability to speak clearly and persuasively in positive or negative situations. Listens and gets clarification, responds well to questions, demonstrates group presentation skills, and participates in meetings.
- Ability to write clearly and informatively, edit work for spelling and grammar, present numerical data effectively, and read and interpret written information.
- Experience balancing team and individual responsibilities, exhibiting objectivity and openness to others' views. The ideal candidate will give and welcome feedback, contribute to building a positive team spirit, puts success of the team above own interests, builds moral and group commitments to goals and objectives, and supports everyone's efforts to succeed.
- Experience delegating work assignments, matching the responsibility to the person, giving authority to work independently, setting expectations and monitoring delegated activities, and providing recognition for results.
- The ideal candidate approaches others in a tactful manner, reacts well under pressure, and treats others with respect and consideration regardless of their status or position.
- Demonstrated accuracy and thoroughness. Skill in looking for ways to improve and promote quality. Applies feedback to improve performance and monitors own work to ensure quality.
- Experience observing safety and security procedures, determining appropriate action beyond guidelines, and reporting potentially unsafe conditions.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, contracts, and State or government regulations. Ability to write reports, business correspondence and procedure manuals, and effectively present information and respond to questions from groups of managers, clients, customers and the general public.

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Skill in interpreting an extensive variety of technical instructions in mathematical or diagram form and dealing with several abstract and concrete variables.
- Knowledge of internet software, Spreadsheet software and Word Processing software.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

COMPENSATION & BENEFITS

- **\$70,000 - \$90,000 DOQ**
- Medical Insurance
- 10 Paid Holidays
- Sick Leave
- Paid Vacation
- Oregon PERS

**Please visit:
www.tvid.org**

The Tualatin Valley Irrigation District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 20, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com**, click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website.



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