

Truckee-Carson Irrigation District Project Manager Job Description

Reports to: TCID Board of Directors
Date: October, 2009
Salary Range: \$80,000 to \$100,000

SUMMARY:

The Project Manager shall be responsible for managing the administrative and operational functions of the District. In addition the Project Manager is hired by the Board to manage the daily tasks of the Irrigation District including the staff needed to carry out its policies and directions. This is to be done in accordance with the Contract with the Bureau of Reclamation and the Operating Criteria and Procedures for the Truckee River. The Board provides the Project Manger with resources for TCID operations and maintenance in the form of water user O&M fees, assessments, revenue generated by the hydro plants and Board approved withdrawals from Reserves. The Board is the highest level of authority within TCID.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include but are not limited to the following:

- Acquiring, supervising and developing staff,
- Development and implementation of a Board approved annual operating budget and
- Plans and reports required by the O&M Contract
- Assures proper preparation and collection of accurate O&M assessment rolls
- Review of all contracts and other agreements entered into the by District, prior to their award with board approval.
- Oversees the administration of the Bureau of Reclamation-Truckee-Carson Irrigation District Contract #7-07-20-X0348
- Developing excellent relations with the water users and all interfacing governmental agencies,
- Coordination of legal activities,
- Maintaining a quality safety program,
- Ensuring compliance with all environmental regulations,
- Assisting the Board in developing and implementing long-range strategic plans and the
- Implementation of policies as directed by the Board.
- Compliance with all Nevada State and Federal laws
- Other duties and responsibilities as assigned by the Board.

MAJOR RESPONSIBILITIES:

Relations with the TCID Board of Directors

- The Project Manager respects the Board, maintains a harmonious relationship with the Board, keeps the Board fully informed of all issues that may affect Board policy and responsibilities and in *no way* usurps the Board's authority.

- The Project Manager supports and carries out all Board policies.
- The Board has the right of review of any staff position within TCID. These positions include the O&M Foreman, Office Manager and Hydro Foreman.
- The Project Manager will work effectively with Board committees.
- The Project Manager will seek counsel and advice from Board members where their individual expertise may benefit TCID.
- The Project Manager will provide support to the Board, as needed, in implementing Board committee activities, information updates, public interfaces, stakeholder meetings, training, et al.
- The Project Manager will have no external interests, *real or perceived*, that neither dilutes his effectiveness nor creates a conflict of interest, unless he receives a specific exception from the Board.

The Project Manager shall establish administrative policies, consistent with Board policies, providing standards from which business is conducted. These policies shall be updated regularly and maintained with the Board Policies in the “Management Policy Manual,” which shall be available for public review during all regular working hours.

The Project Manager shall ensure that the books and records of the District maintain the integrity of the content, process payments owed by the District, and keep the Board of Directors informed of the financial condition of all accounts.

Directly, or through staff organization, the Project Manager will provide to the District the following services and expertise:

Leadership

- Develops, interactively with the Board, a clear vision of the District’s future; creates, and develops plans for achieving such, taking into consideration the long-term interests of the District water users, areas of commercial and residential growth within the District, and city and agency interests and interfaces within or along District boundaries.
- Prepares and implements a strategic plan with established goals to meet vision and mission statements of the District.
- Establishes effective, positive, working relationships with the Board, staff, stakeholders, and interfacing governmental agencies.
- Provides internal leadership to guide and direct staff in planning and executing approved plans and procedures. Appropriately empowers staff by involving them in the development, planning and execution, ensuring they are trained to complete tasks and holding them accountable by performance.
- Provides the vision, ideas and leadership to make the District more cost efficient, developing with staff, new and innovative approaches to providing services to the District’s water users.

Relations with Water Users

- Ensures that the water users receive their water entitlements within OCAP requirements except where physical barriers prevail.

- The Project Manager's primary focus is excellent customer service to both inside and outside the organization and excellent fiscal responsibility, including research and implementation of the most efficient and cost effective methods of water delivery to TCID customers.
- The Project Manager and staff will promptly be responsive to water users concerns.
- The Project Manager will plan for continued urban development while maintaining equitable services for the agricultural community.
- The Project Manager will ensure that TCID has positive relations with other community stakeholders and government entities and will keep the Board fully informed of all such discussions.

Planning

- Develops short-term tactics, milestones, costs and resources to achieve the District's strategic plans.
- Develops proactive plans to assure the continuation of delivery of irrigation water; this may involve acquiring a future supplies and distribution plans within a growing need and a shrinking supply.
- Oversees staff performance evaluations, employee discipline, salary plan development and administration, benefits planning, contracts and negotiation/administration of the labor agreements in the Employees Association and staff.
- Prepare and initiate a comprehensive Annual Operating Plan, Water Conservation Plan and Project Improvement Plan in accordance with the contract with the Bureau of Reclamation.

External Relations

- Represents the District in all areas with the highest level of professional integrity and communication:
 - Interacts with public and governmental agencies as necessary to meet the strategic objectives of the District
 - Organizes local public hearings and informational meetings
 - With the TCID staff, participates in community and professional organizations to gain an understanding of the community needs and conveys TCID programs/plans

Performance Review

The performance of the Project Manager will be reviewed annually by the Board.

EXPERIENCE

Fifteen or more years' experience in progressively higher level positions in public works management with at least three years in irrigation or similar municipal activities. Experience in project management and planning is required. Experience in facility operations, contract management and labor relations is preferred.

EDUCATION and/or TRAINING:

- Bachelor's Degree in Administration, or related field is desired.

KNOWLEDGE, ABILITIES, AND SKILLS:

The applicant must possess excellent interpersonal skills and have the ability to communicate clearly in writing and orally before large groups and the media. The applicant must be able to demonstrate skills in negotiation. The position requires strong organizational skills and the ability to establish priorities. It requires the ability to manage multiple priorities through delegation of staff. In addition the following skills are preferred:

- A working knowledge of NRS title 48, Nevada water laws, which includes Chapter 539; personnel law; organizational theory; Nevada Open Meeting Law; Federal Privacy Act; and Parliamentary procedure.

Work Conditions

- Overtime is required to meet project deadlines and needs
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects.
- Physically able to participate in training sessions, presentations, and meetings.
- Some travel may be required for the purpose of meeting with governmental agencies, stakeholders or off-site personnel/management.
- Must be prepared to carry and answer their cell phone 24/7.

TRUCKEE-CARSON IRRIGATION DISTRICT

APPROVED: _____
President, Board of Directors

DATE; _____