

GENERAL MANAGER

Position	General Manager • Permanent, full-time
Reports to	Board of Commissioners
Supervises	Assigned office and field personnel (approximately 8–12 employees)
Compensation / FLSA	Salaried \$60,000 - \$120,000; compensation set by the Board based on qualifications and experience. FLSA – Executive Exempt – No Overtime.
Benefits / initial period	Public Employees Retirement System; health and AFLAC options; holidays, sick leave and vacation under applicable District policy and law. One-year probationary period, subject to Board policy.

POSITION PURPOSE

Under the policy direction of the Board of Commissioners, the General Manager leads the day-to-day administration and operations of the Malta Irrigation District (MID). The position is accountable for reliable water delivery to more than 44,500 irrigated acres; effective maintenance and improvement of District facilities; prudent financial and personnel management; compliance with applicable requirements; and clear communication with the Board, water users, partner agencies and the public.

As a condition of employment, the General Manager is required to reside in Malta, Montana, or a surrounding community within reasonable proximity to District facilities to ensure timely response to operational needs, emergencies, and District responsibilities.

SUPERVISION & MANAGEMENT AUTHORITY

Receives policy direction from the Board of Commissioners and manages routine District operations within Board-adopted policies, the approved budget and delegated authority. Directly supervises assigned personnel as established by the Board. Coordinates with the Office Secretary, who handles Board meeting administration, bookkeeping, payroll, employee benefits and general office administration. This description does not alter any reporting relationship or responsibilities separately established by the Board.

ESSENTIAL RESPONSIBILITIES

The following describe the principal duties of the position. The General Manager remains accountable for results while assigning appropriate implementation and recordkeeping tasks to qualified staff and consultants.

01 Board Governance & District Leadership

- Carry out the policies, budgets, priorities and lawful directives established by the Board of Commissioners; manage daily District activities within Board-approved policies and delegated authority.
- Advise the Board on District operations, risks, water supply, financial condition, staffing, regulatory matters and long-range needs; present options and recommendations for Board decisions.
- Prepare and present a concise monthly General Manager report addressing water delivery, canal and reservoir conditions, major O&M and capital projects, finances, personnel, compliance matters and items requiring Board action; coordinate with the Office Secretary on financial reports and materials for the Board packet.
- Attend regular and special Board meetings; coordinate with the Office Secretary on meeting agendas, minutes, correspondence and supporting materials; present operational and administrative reports and recommendations; and implement and communicate Board decisions.
- Promote professional, responsive relationships with water users, employees and the public; elevate unresolved or significant complaints and disputes to the Board.
- Represent the District at meetings, hearings, negotiations and on committees when authorized by the Board.

02 Water Operations, Delivery & Water Rights

- Direct and oversee irrigation operations, including planning, measurement, scheduling, regulation and equitable distribution of water through District facilities.

- Coordinate daily and seasonal water operations with the Foreman, ditchriders, Milk River Joint Board of Control and Bureau of Reclamation as applicable; communicate delivery changes to the appropriate staff and water users.
- Ensure accurate water measurement, diversion, delivery and customer records are maintained for operations, reporting and billing; coordinate field records with office recordkeeping maintained by the Office Secretary, as appropriate; use Hydromet and other monitoring data to support decisions.
- Oversee administration of District water service obligations and compliance with applicable water rights, agreements, policies and state and federal requirements; seek technical or legal guidance when needed.
- Identify operating constraints, system losses and conservation opportunities, and recommend practical improvements to water-delivery reliability and efficiency.
- Investigate significant delivery or water-user concerns, work toward timely resolution and advise the Board of matters that cannot be resolved administratively.

03 Infrastructure, Maintenance, Projects & Safety

- Oversee operation, inspection, maintenance and repair of the District's canals, drains, structures, facilities and related equipment; coordinate field priorities with the Foreman.
- Oversee the maintenance, replacement and inventory of District vehicles, heavy equipment, tools, supplies and materials.
- Plan, coordinate and monitor District O&M and capital projects, including scopes, budgets, schedules, cost estimates, permits, contractors, consultants and compliance requirements.
- Coordinate technical review of engineering drawings, plans, specifications and reports by qualified professionals; provide recommendations and administer Board-approved projects without assuming professional engineering responsibilities outside the Manager's qualifications.
- Develop, maintain and annually update a rolling five-year capital improvement plan identifying major District infrastructure projects, repair and replacement priorities, estimated costs, potential funding sources and anticipated schedules for Board review.
- Develop and annually update a one-year maintenance plan in coordination with the Foreman, identifying routine and preventive maintenance, priority repairs, staffing and equipment needs, estimated costs and a proposed work schedule for Board review.
- Oversee required safety procedures, employee training, incident reporting and emergency readiness; ensure applicable personal protective equipment and safe work practices are used.
- Oversee weed-control and aquatic/herbicide treatment activities, including applicable licensing, safe practices, treatment records and reporting.
- Oversee District responsibilities related to gravel pits and the Montana DEQ Opencut Mining Program; monitor developments in irrigation technology and water management that may benefit the District.

04 Bureau of Reclamation, Nelson Reservoir & Leases

- Ensure accurate collection, maintenance and timely reporting of canal water-diversion records required by the Bureau of Reclamation, including records needed for District operations.
- Ensure required Nelson Reservoir surveillance, inspections and reporting are performed in coordination with the Foreman and Saco Area Ditch Rider.
- Oversee maintenance of Nelson Reservoir operating logs and supporting records, ensuring that operating activities and reportable conditions are documented.
- Oversee tracking and documentation of all Nelson Reservoir expenses, including labor, equipment, materials, maintenance, repairs, contractors and capital work. Coordinate accounting records with the Office Secretary; review and provide accurate expense summaries and supporting documentation to the Milk River Joint Board of Control Manager in accordance with agreed reporting requirements.
- Develop and annually update a rolling five-year capital improvement plan and a one-year maintenance plan for Nelson Reservoir. Plans shall identify major capital projects, maintenance priorities, estimated costs, project timelines, and funding requirements. Ensure coordination with District-wide planning and present both plans to the Malta Irrigation District Board of Commissioners for review prior to submission to the Milk River Joint Board of Control for final approval.
- Oversee field inspections, administration and compliance for Bureau of Reclamation leases.
- Coordinate lease records, bidding, renewals, subleases and future permits with the Lands Coordinator and Office Secretary; monitor deadlines and outstanding issues.
- Maintain effective communication with Bureau of Reclamation representatives concerning District operations, Nelson Reservoir, leases, reporting and regulatory obligations.

05 Financial Management, Assets & Funding

- Lead development and administration of the annual District budget in coordination with the Office Secretary, who provides bookkeeping records and financial information; forecast staffing, equipment, maintenance, project and other financial requirements for Board consideration.

- Review budget-to-actual financial reports, expenditures and cash needs with the Office Secretary; monitor spending within the adopted budget and delegated approval limits; present significant variances and recommended corrective actions to the Board.
- Provide management oversight of accounting records and internal financial controls. The Office Secretary performs day-to-day bookkeeping, processes payroll, and maintains supporting financial documentation and reconciliations. The General Manager reviews financial reports, claims and exceptions and ensures required approvals and appropriate separation of duties under Board policy.
- Coordinate annual audits and required financial or governmental reports with the Office Secretary, who assembles accounting records and supporting schedules, and with auditors or other professional advisers; ensure material findings and required actions are presented to the Board.
- Identify and evaluate potential grants, loans and other outside funding; coordinate application preparation and award administration with staff and consultants.
- Ensure grant accounting, reimbursement requests, performance reports, compliance documentation and closeout activities are completed accurately and on time; coordinate financial records and supporting documentation with the Office Secretary.

06 Personnel Administration & Employee Development

- Provide overall leadership and supervision of assigned office and field personnel; establish clear work priorities and delegate duties appropriately.
- Recommend staffing levels, recruitment and compensation actions to the Board; participate in hiring and employee decisions subject to Board-approved policies and delegated authority.
- Supervise employee performance, training, evaluations, corrective action and discipline under District personnel policies; address employee concerns promptly and professionally.
- Review and approve employee time records, leave and overtime as authorized by District policy. Coordinate with the Office Secretary, who processes payroll, maintains leave balances and routine personnel records, and safeguards confidential employee information.
- Coordinate with the Office Secretary, who administers employee benefit enrollments, changes, records and routine benefit communications. The General Manager oversees personnel-policy compliance and coordinates workers' compensation, employee issues and matters requiring management or Board action.
- Maintain a safe, respectful and accountable workplace and ensure backup personnel and clear delegation for essential operating responsibilities.

07 Governmental Affairs, Compliance & Emergency Response

- Serve as a principal District contact with local, state and federal agencies, including the Bureau of Reclamation and other irrigation and water-management partners.
- Monitor significant legislative, regulatory, environmental, permitting and contractual developments affecting the District; coordinate with legal counsel and technical advisers as necessary.
- Provide accurate public information concerning District operations and policy matters; coordinate routine correspondence, office inquiries and District records requests with the Office Secretary in accordance with Board policy and applicable law.
- Be reasonably available for operational emergencies and direct the initial response in coordination with field staff, the Board and relevant agencies; arrange appropriate backup coverage.

Perform other duties and responsibilities reasonably related to the position as assigned or directed by the Board of Commissioners, including responsibilities established through official Board actions and directives.

REQUIRED & PREFERRED QUALIFICATIONS

Education and experience

- A bachelor's degree in engineering, business administration, public administration, natural resources or a related field is preferred. An equivalent combination of relevant education, training and progressively responsible experience will be considered.
- Experience in irrigation or water systems, infrastructure operation or maintenance, engineering, construction, or comparable utility or public-sector operations is preferred.
- Demonstrated supervisory ability, financial or budget responsibility, project coordination and experience working with a governing board are important qualifications.

Knowledge and abilities

- Knowledge of irrigation-system operation, water measurement, delivery systems, water rights and infrastructure maintenance.

- Ability to supervise employees, delegate responsibilities, resolve conflicts and foster a safe, productive workplace.
- Ability to prepare and manage budgets, interpret financial information, oversee contracts and make sound operational decisions.
- Ability to understand technical plans and reports, evaluate project alternatives and work effectively with engineers and contractors.
- Knowledge of public-district governance, applicable state and federal requirements, recordkeeping and regulatory compliance.
- Ability to communicate clearly with the Board, employees, water users, agencies and the public; prepare accurate written reports.
- Ability to use standard office, accounting and water-management systems, including Hydromet and related data tools.
- Ability to prioritize competing demands, respond to emergencies and work independently within Board-established authority.

Licenses and training

- Must possess a valid driver's license and driving record acceptable for District business; a new Montana resident must obtain a Montana license as required by applicable law.
- Must complete District-required dam operator training and obtain any applicable aquatic or herbicide applicator licenses within one (1) year of employment, unless already qualified. All required licenses and certifications must be maintained throughout employment.

WORK ENVIRONMENT & CONDITIONS OF EMPLOYMENT

- Work is performed in both office and field settings. Field activities may involve uneven ground, canal and reservoir facilities, equipment and construction areas, outdoor weather, dust, noise and other routine field exposures. Appropriate personal protective equipment is required when applicable.
- The position requires periodic travel, attendance at evening Board or agency meetings, and occasional extended or irregular hours, including timely response to irrigation or infrastructure emergencies.
- The employee must be able to perform the essential functions of the position, with or without reasonable accommodation.
- Employment is subject to applicable District policies, including any lawful, consistently administered pre-employment substance screening requirements.

CONFIDENTIALITY & RECORDS

Protect confidential personnel, financial, legal and other nonpublic information, while providing District records and information when disclosure is authorized or required by applicable law and Board policy.