

WASHINGTON

DISTRICT MANAGER

\$135,000 - \$150,000

Plus Excellent Benefits

Apply by
April 17, 2022
(open until filled)

PROTHMAN



THE COMMUNITY



Located in central Washington, Douglas County is home to approximately 44,000 residents. The county seat is Waterville, while its largest settlement is East Wenatchee, where the Douglas County Sewer

District is headquartered. Nestled on the shores of the Wenatchee River and Columbia River interchange and at the foothills of the Cascade Mountains, East Wenatchee is surrounded by natural beauty, and ample opportunities for an incredible quality of life that is perfect for families of all ages, and those who want to enjoy the conveniences and manageability of a smaller community with great people and a wonderful culture. East Wenatchee has an estimated population of 14,000 and covers 2,438 acres or 3.8 square miles. The natural beauty of the Wenatchee Valley provides a vivid backdrop to its diversified economy, where the quality of life is high, and the climate is moderate with four distinct seasons. The area has the best of the Northwest, without the rain.

The Wenatchee area is rated by National Geographic as one of the top 10 mountain towns in the U.S. and is an outdoor enthusiast's dream. Just a short 13 miles south, the Mission Ridge Ski and Board Resort holds 2,000 acres of skiable land, for downhill and cross-country skiing, snowboarding, terrain parks, lessons for all ages, and dining. In East Wenatchee during the warmer months, other popular activities include water sports such as boating on the Wenatchee and Columbia Rivers. The 10-mile Apple Capital Loop Trail hugs the Columbia riverfront and allows residents and visitors of both the City of West Wenatchee and the City of East Wenatchee to enjoy camping, swimming, biking, walking, and admiring the natural surroundings.



Other local recreational opportunities include golfing at the local Wenatchee Golf and Country Club, community soccer, tennis and baseball fields, children's parks, and an indoor YMCA Aquatics Center. Numerous other hiking and biking trails all add to the possibilities for outdoor recreation. The City of East Wenatchee is home to the Eastmont public school district for K-12. Outside of East Wenatchee, the Wenatchee Valley offers additional educational opportunities including public and private schools, and higher education opportunities at Wenatchee Valley College; a community college serving North Central Washington with two and four-year degree options. For those looking to stay inside, the City is surrounded by a number of cultural activities, theaters, music venues, museums, a public market, and commercial shopping and dining options at the Wenatchee Valley Mall. The Wenatchee Valley is well known for its bountiful orchards and vineyards that produce fruits and wines that get shared across the world, however these homegrown treasures can still be found at local fruit markets and fruit stands!



THE DISTRICT

The Douglas County Sewer District No. 1 is a Special Purpose District established in 1964 that provides collection system maintenance and wastewater treatment to the citizens of East Wenatchee, as well as some residents of surrounding Douglas County within the Greater East Wenatchee Area. The District covers approximately 10 square miles with an approximate population of 21,800, and bills 7,365 primarily residential accounts that serve 10,241 residential units. The District employs 13 full-time employees, including the Manager, and had a 2021 Sewer utility revenue of \$5,200,000 billed at a flat rate of \$43.00 per ERU. The System includes approximately 100 miles of gravity sewers and 10 lift stations.



The pipe materials for the gravity sewers consist of concrete, PVC and clay. The System has approximately 431,000 linear feet of laterals (8" or smaller pipe), 99,750 linear feet of trunk and interceptors (12" and larger pipe), and 5.9 miles of force mains consisting of HDPE and C900 PVC. The trunk sewer collects the domestic sewer, which is then fed into two main interceptors that include 24-inch and 30-inch pipes from the north and south respectively. These two interceptors converge into a 30-inch sewer pipe that delivers the wastewater to the WWTP. The majority of the collection system was built from 1964 to 1972. The District is mandated to update its General Sewer Plan every 20 years that identifies deficiencies and recommends a replacement schedule.

A three-member Board of Commissioners governs the District. Each Board member is elected by voters to serve staggered, six-year terms. The Board, acting as a body, sets the general policies for the District's operation. The District Manager, who is appointed by the Board, administers the day-to-day functions of the District. The administration office operates on a 4-day/10-hour work week.



THE POSITION

Reporting directly to the Board of Commissioners, the District Manager is responsible for leading and inspiring the staff, carrying out the District's policies, directing all operations, controlling expenditures, and overseeing all programs and activities of the district. The District Manager serves as the Chief Executive Officer of the District and provides leadership and management including planning, goal setting, and evaluating district effectiveness in cooperation with the Board of Commissioners.

The District Manager will be responsible for keeping the Commissioners informed and updated on operations and emergencies on a regular and immediate bases. This position will engage staff and policy makers from multiple local and state governmental agencies regarding operations, planning, development, and regulatory issues affecting the agency, and will lead the agency through a long-range strategic planning initiative.

OPPORTUNITIES AND CHALLENGES

- Initiating a process to plan and develop a long-range strategic plan for the agency.
- Planning for and managing staff and capacity for the growth of the agency through residential and commercial development.
- Planning for a review and initiate a new organizational framework to accommodate current operations and future growth.
- Succession planning for key leadership positions in the agency.
- The agency is in a very stable financial situation with fees set to keep the agency on solid financial footing.

IDEAL CANDIDATE

Education and Experience:

- A bachelor's or master's degree from an accredited university or college with a major in business administration, public administration, engineering, or a closely related field is preferred.
- Five (5) years of increasingly responsible and broad experience in engineering, administration, or management in a private or public (preferred) agency.
- Experience in operating utilities, especially the water or wastewater management fields, is preferred.

Minimum Knowledge, Skills and Abilities:

- Demonstrated executive leadership and management skills. Skill as a team builder who can be engaged with staff development.
- Ability to work independently of policy makers yet keeping them informed in a timely manner.
- Experience with governmental finance and budgeting.
- Experience with consulting firms to augment staff expertise and special project needs.
- Operational systems competencies like or similar to sewer systems.
- Public governance and policy makers experience and knowledge.
- Demonstrated capital planning and project management experience.
- Strategic planning, decision making, and visionary mindset.
- Ability to discern and influence decision making. Open to considering alternate opinions and recommendations.
- Ability to identify staff skills, develop skills, and delegate with confidence.
- Ability to review organizational structure to maximize staff levels, knowledge, and expertise.
- Decisive and knowledgeable problem solver.
- Human Resources knowledge.
- Ability to enhance the benefits of technology into the agency operations and administration.
- Willing to be engaged and available to staff throughout the organization.
- The ability to respect the knowledge and expertise of staff and be able to ask the right questions to gather information for decision making.
- An understanding of rate setting principals.
- The ideal candidate will be a proactive visionary who brings strong interpersonal skills, is an attentive listener, and who is approachable with an open-door policy.

COMPENSATION & BENEFITS

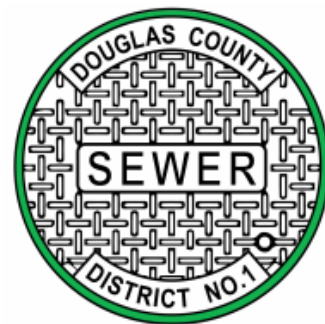
- **\$135,000 - \$150,000 DOQ**
- Full family medical
- Full family dental
- Expanded vision plan
- \$12,000 term life insurance
- WA State PERS retirement plan
- Deferred compensation match
- Vacation benefits start at 8 hours/month
- Sick leave benefits accrue at 8 hours/month
- 10 holiday days/year
- 2 floating holidays/year

To view the detailed benefit information, please see the attachment found [here](#).

To learn more about Douglas County Sewer District No. 1 and the region, please visit:

www.docosewer.org

www.wenatchee.org/live



The Douglas County Sewer District No. 1 is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 17, 2022** (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 and click on "Open Recruitments", select "Douglas County Sewer District, WA – District Manager", and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

371 NE Gilman Blvd., Suite 310
Issaquah, WA 98027
206.368.0050