

# HARBOR SANITARY DISTRICT

Job Description for the  
Position of:

## DISTRICT MANAGER

**ORGANIZATION:** Harbor Sanitary District  
**LOCATION:** Brookings, OR  
**DEPARTMENT:** Administration  
**DATE:** April 16, 2026  
**SALARY:** \$82,500 - \$94,400 D.O.E.  
**CLASSIFICATION:** Full-time Minimum 32 hours Weekly

**LOCATION:** The Brookings/Harbor Community is in the southwest corner of Oregon on the beautiful Oregon Coast where the scenic Chetco River meets the Pacific Ocean. Brookings is known as the banana belt with a mild climate throughout the year and plenty of outdoor activities.

**SUMMARY:** The District Manager provides leadership and directs all aspects of District operations including finance, administration, planning, organizing, developing, and implementing comprehensive management actions to ensure safe and efficient wastewater collection services. Guides long-term planning and policy development to achieve the objectives established by the Board of Directors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works independently on a wide variety of complex duties and responsibilities with only general direction given by the Board of Directors.
- Primary responsible for human resources, direct management of all District personnel, finances including preparing the district's operating budget and all procedures for Harbor Sanitary District.
- Direct and delegates all administrative operating procedures and all activities of the district.
- Carries out the policies of the Board of Directors and relays any information necessary to the Board or appropriate wastewater collection system personnel.
- Works with the District's Board and Legal Counsel on new resolutions, ordinances, or changes to existing ordinances to keep the procedures up to date.
- Works with the County, City and other Public Agencies on joint projects and agreements.
- Works with the auditors on annual audits and keeps the district in compliance.
- Maintains the District Website.
- Responsible for knowing, following, and maintaining the District Personnel Policy Manual, Ordinances and making recommendations to the Board of Directors.
- Responsible for informing anyone inquiring about the district's boundaries, Ordinances, regulations, rates, connection charges, policies, and procedures.
- Responsible for conducting oneself in such a manner that it holds himself /herself free from any conflicts of interest or unethical activities.

### **SUPERVISORY RESPONSIBILITIES:**

- Manages all District personnel including hiring, promotion, discipline, evaluations and recommends personnel actions to the Harbor Sanitary District personnel committee.

### **REQUIREMENTS:**

- Excellent customer service skills dealing with customers' questions and complaints in a manner that represents the highest quality of service.
- Ability to learn the Budget process and monitor the progress to ensure compliance.
- Possess ability to read, write, speak English, and process large volumes of information.
- Capable of using accounting skills with algebraic concept.

- Be self-motivating, work as a team and capable of analytical thinking while doing daily operations.
- This position works with the public and therefore must always show a positive attitude toward the District, its Board, and other employees.
- Experience with Microsoft Excel spreadsheet set up and maintenance, Word processing, Publisher, calculators, copy machines, and the ability to learn new computer programs as needed.

**MINIMUM QUALIFICATIONS:**

- High school graduate or GED supplemented by courses in areas of accounting, or any equivalent combination of experience and training.
- Minimum of 2 years direct customer service.
- At least 2 years' relevant experience supervising employees.
- Possess a valid Oregon Driver's License and a safe driving record.
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**BENEFITS:**

- Medical Insurance
- Vision and Dental Insurance
- Short term disability insurance
- Life / AD&D
- Paid time off
- District Retirement plan contribution to the individual's 457B account