

# 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:** \$103,500 to \$118,000

**CLASSIFICATION:** Full-time

**SUMMARY:** The District Manager provides leadership and directs all aspects of District operations including wastewater collection operations, 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 highly independent on a wide variety of complex duties and responsibilities with only general direction given by the Board of Directors.
- Primary responsible for Human Resources, Payroll and Accounts Payable.
- Responsible for preparing the District's Operating Budget and compliance with State Budget Law.
- Directs and delegates responsibilities for all activities of the District.
- Responsible for the direct management of all administrative and wastewater collection District personnel.
- Formulates administrative operating procedures that carry out the policies of the Board of Directors.
- Works with wastewater collection personnel for wastewater Budget.
- In charge of all procedures for Harbor Sanitary District and relays any information necessary to the Board of Directors or appropriate wastewater collection system personnel.
- Works with the District's Legal Counsel or appropriate Wastewater Collection System personnel on new Resolutions, Ordinances or changes to existing Ordinances to keep the procedures up to date.
- Work with the auditors on annual audits and to keep the District in compliance.
- Work with the Engineering Firms, County, City and other Public Agencies on joint projects and agreements.
- Work with the Computer support on computer problems and updates.
- Maintains the District Website.
- Responsible for knowing, following and maintaining the District Personnel Policy Manual, Ordinances and making recommendations to the Board of Directors.
- Review and sign Permit Clearance forms for sewer availability.
- Responsible for informing anyone inquiring about the District's boundaries, Ordinances, regulations, rates, connection charges, policies and procedures.
- Responsible for making sure Ordinances are implemented.
- Responsible for conducting oneself in such a manner that it holds himself /herself free from any conflicts of interest or unethical activities including the use of any District property.
- Experience with Microsoft Excel spreadsheet set up and maintenance, Word processing, Publisher and the ability to learn new computer programs as needed.

### **SUPERVISORY RESPONSIBILITIES:**

Evaluates work performance, recommends personnel actions to the Harbor Sanitary District personnel committee, including hiring, promotion, discipline of all staff.

**REQUIREMENTS:**

- Excellent customer service skills dealing with customer questions and complaints in a manner that represents the highest quality of service.
- Experience working with annual budgets and monitoring 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 concepts.
- Be self-motivating, work as a team and capable of analytical thinking while doing daily operations.
- This position works with the public and therefore at all times must show a positive attitude toward the District, its Board and other employees.
- Possess ability to operate calculators, copy machines, computers, fax machines, telephones.

**MINIMUM QUALIFICATIONS:**

- High school graduate or GED supplemented by courses in area 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 Drivers License and a good driving record to be provided prior to employment.

**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