

Hiring: Secretary-Manager

East Columbia Basin Irrigation District (ECBID) – Othello, WA

The East Columbia Basin Irrigation District (ECBID) is seeking qualified candidates for full-time Secretary-Manager. This is an outstanding opportunity to make a lasting impact on critical water infrastructure in a hands-on and dynamic role.

Position Summary

The Secretary-Manager provides strategic leadership to ensure the efficient and effective operation of the District while advancing its mission and long-term objectives.

Under the direction of the Board of Directors, the Secretary-Manager serves as the District's primary spokesperson. This position is responsible for the management of internal operations, including administration and human resources, as well as external relations with landowners, governmental entities, and the public.

Key Responsibilities

- As Secretary, perform duties as authorized, required and limited by Chapter 87 Revised Code of Washington (RCW)
- As Manager, perform duties as authorized, required, as outlined in Article 47 of the 1968 Amendatory, Supplemental, and Replacement Repayment Contract between the United States of America and the East Columbia Basin Irrigation District.
- Build and maintain relationships with other irrigation districts, associations, local governments, state and federal agencies.
- Execute activities including planning, permitting, administration, NEPA/SEPA compliance and defense of water rights and future Columbia Basin Project development planning
- Manage or cause to be managed the operation and maintenance of irrigation and drainage works transferred to the District including, but not limited to, canals, laterals, wasteways, drains, pumping plants, hydraulic structures, buildings, grounds yards, vehicles, equipment and all their appurtenances.

Education/Experience

- Equivalent to the completion of the twelfth grade supplemented by college course work or a degree in engineering, irrigation technology, applied science, construction technology, business administration, or a closely related field is preferred.
- Ten years of progressively responsible experience in irrigation or water delivery system operations, maintenance, construction, repair, or related activities.

Compensation

- Secretary-Manager: \$190,000-240,000
- Additional benefits and compensation details available upon request or during interviews

How to Apply

Please go to our website at www.ecbid.org to complete an application and review job description. Applications will be accepted until June 10, 2026.

