

MVID SECRETARY JOB DESCRIPTION

JOB SUMMARY: The Methow Valley Irrigation District (“MVID” or “the District”) Secretary is appointed by the MVID Board of Directors (“the Board”) and acts under the supervision of the Board members.

The secretary will plan, direct, manage and oversee the administrative activities and operations of the MVID, providing highly responsible and complex administrative support to the Board and District staff.

Responsible for all paperwork pertaining to official business of the District and follows proper document retention and archiving processes. Serves as Agent to Receive Claims. Prepares and posts all legal, agenda and meeting notices; prepares documentation for all official District minutes, ordinances, resolutions and other related business.

Serves as liaison between the Board and the public. Serves as the district’s Public Records Officer; provides review and responds to public information requests. Provides information on District policies and procedures as required, and transfers inquiries to the appropriate District individual as necessary.

Prepares and presents staff reports; maintains detailed files on water usage, member accounts, project documentation and other necessary correspondence.

Assists and communicates with staff and professional business associates. Serves as primary point of contact for land use actions, extra water users, construction agreements, small works roster, web site, and internet connections. Works with consultants, district counsel, and the Department of Ecology to manage the district’s water rights. Maintains personal property inventory, including requesting updated inventory at start and end of irrigation season.

Assists the Board in making operational decisions including interpretation of policy, law, ordinances, the District Bylaws, and official procedures, and recommends revisions to policies and By-Laws as needed.

Provides information on Washington’s Open Public Meetings Act and compliance to the District Board and staff.

Performs other job-related duties and responsibilities as assigned.

Key responsibilities include:

- **Administrative Support:**
 - Post all legal notices, agendas, publications and job announcements on the District website, post public notices regarding meeting schedules and agendas in the newspaper of record.
 - Maintain filing, indexing and safekeeping of all official District documents, including but not limited to resolutions, contracts and permits, project documents, board meeting minutes, agreements, insurance documents; ensure proper document retention and archiving practices.
 - Handle incoming correspondence, emails, and phone calls; direct inquiries to District staff and/or Board Members as appropriate.
 - Manage calendar with monthly, quarterly, annual and ad-hoc District tasks/deadlines; include with monthly board meetings.

MVID SECRETARY JOB DESCRIPTION

- Discuss insurance needs with directors and brokers; if desired, invite brokers to a board meeting. Ensure worksheet is completed and signed on time and returned to broker, payment is made, and certificates of insurance are sent to WSDOT (two recipients) and the Town of Twisp
- Annual OASI report
- Annual PRA report to state
- Review land-use actions affecting parcels assessed by MVID and comment as needed.
- Add fees to assessments per MVID's fee schedule. If needed, order irrigable area maps.
- Certifies and executes official District documents; records legal documents as required, maintains custody of District Seal; files Statements and administers Oath of Elected Officials.
- **Governance**
 - Prepare and distribute agendas, previous meeting minutes and other appropriate materials to the Board for monthly and any special board meetings
 - Prior to each regular meeting, email agenda to members and post online
 - Provide notice of special meetings in accordance with Washington's Open Public Meetings Act
 - Attend monthly and special Board meetings; prepare and preserve accurate minutes and other documents
 - Send approved minutes to members who have requested them
 - Assist with the implementation of board decisions
 - Serve as hub for communications regarding special meeting scheduling, etc. to avoid violation of Washington's Open Public Meetings Act
 - Maintain resolution list and disposition table
 - Be familiar with the district's by-laws, policies, procedures rules, and significant resolutions, and provide staff support to directors and watermaster as needed
 - Serve as the district's Elections Officer. Administer election processes and ensure deadline requirements are met. As needed, coordinate with District Legal representatives to ensure conformance with election requirements.
- **Finance**
 - Serve as primary point of contact for district financial transactions, including accounts payable, accounts receivable, the assessment roll, and record keeping
 - Prepare monthly voucher certification forms and invoices for submitting to County Auditor

MVID SECRETARY JOB DESCRIPTION

- Oversee monthly payroll, working directly with county Auditor's and Treasurer's offices or with contracted service providers. If the district contracts for payroll service, provide necessary documentation for payroll and quarterly and annual reports.
- Draft annual budget, working with directors and watermaster as needed. Submit revenue and expense budgets to the county Auditor.
- Participates in the development and administration of the District's budget; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors the expenditures through administrative practices and procedures of the District; participates in the preparation of and implements budgetary adjustments as necessary.
- Track funds reserved for periodic audits; pump replacement and repair; pipe, valve, and electronics replacement and repair; five-year reporting; and water rights exams, and prepare transfer resolutions as needed
- Calculate annual Twisp franchise fee and ensure payment is made to the town on time
- Prepare and submit forms 1099 and 1096
- Submit annual report to State Auditor's Office
- Serve as primary point of contact for periodic audits by State Auditor's Office
- **Personnel**
 - Complete hiring paperwork and reporting in accordance with state and federal laws
 - Maintain personnel records, including Form I-9, in accordance with state and federal retention standards
 - Assist in developing and updating job descriptions
- **Public Interaction:**
 - Maintain member email list
 - Answer member questions regarding district information, including but not limited to: irrigation service, billing questions, district policies, water usage restrictions, conservation practices.
 - Respond to inquiries (e.g., from real estate agents and title companies) related to title transfer and payoff statements
- **Compliance and Reporting:**
 - Support watermaster in adhering to state and local regulations regarding diversion and water use
 - Support watermaster in compiling and submitting reports on water use as required to comply with MVID's permits.

MVID SECRETARY JOB DESCRIPTION

- Serve as primary point of contact and work with district's consultants on five-year water reporting
- Maintain accurate records for financial audits and any compliance checks.
- Ensure compliance with state laws regarding public records requests and open meeting regulations.
- Assist with the preparation of legal documents when necessary.
- **Required Skills and Qualifications:**
 - Effectively use business English, spelling, and appropriate grammar. Ability to communicate clearly, both orally and in writing.
 - Working knowledge regarding pertinent Federal, State and Local laws, codes and regulations, including Public Records Act, Open Public Meetings Act, and Washington's irrigation statute (RCW 87.03); election laws and procedures.
 - Strong administrative and organizational skills with attention to detail.
 - Establish and maintain effective working relationships with those contacted in the course of work including District employees, Okanogan County staff, consultants, attorneys, community groups, the general public and media representatives.
 - Proficiency in Microsoft Office Suite and database management systems.
 - Ability to work independently, prioritize tasks effectively, and meet deadlines in a timely manner.
 - Ensure District-provided laptop has latest security patches installed, verified on a weekly basis (on Wednesdays).
 - Must be able to bend, stoop, retrieve files, lift books or other materials, use step stools and stepladders to store and retrieve items of various sizes, shapes, and forms weighing up to 40 pounds, and travel to and from board meetings.