

Position Title: District Manager

Date: 6/1/2026

Reports to: LSWDD Managing Board ("Board")

Full Time / hourly position

BASIC FUNCTION: The District Manager provides leadership and guidance to advance LSWDD's mission; serves as Board liaison; fosters a collaborative work environment; supervises staff as detailed below; manages the financial, legal, and regulatory affairs of LSWDD; ensures all accounting and reporting is done in an accurate, timely, and auditable manner; ensures all county, state, and federal laws and regulations related to employment, financial reporting, and public records are adhered to; and is responsible for volunteer, community, business, and agency relations, program and project development, and strategic planning. Work is performed independently under the general direction of the Board, referring unusual or sensitive issues to the Board for resolution.

MINIMUM QUALIFICATIONS: Significant and relevant management experience, with a solid background in accounting and finance, and an ability to think analytically and strategically. Passion for the achievement of LSWDD's mission, and for the culture of community engagement that has given rise to the Lopez Island Dump. Proficient with computers and software. At least three years' experience in some phase of waste management; or any equivalent combination of education, training and experience which demonstrates the ability to perform the principal duties of the job. Able to present a positive, professional image to the public, and to maintain positive, effective working relationships with staff and volunteers. Must have a valid Washington State driver's license and good driving record, a personal history suitable for bonding to handle cash, and, if requested by District, the ability to obtain within six months of employment a current first aid card including CPR training (at District's expense).

PRINCIPAL DUTIES:

Leadership

- Prepares information, analysis and leadership to the Board so that it may: set goals; adopt long-range plans, annual work plans, budgets, and policies; authorize contracts and otherwise govern the District.
- Works with the Board Chair to develop meeting agendas. Advises Board and staff on compliance with Open Public Meetings Act. Ensures all meeting notices are duly given and serve as custodian of all District records. Provides staff support to committees.
- Keeps Board apprised when any duties assigned to District Manager are delegated to staff. When duties overlap with Facility Manager or other staff duties, both parties will collaborate on any actions; final responsibility rests with District Manager.

- Make recommendations to Board for new or revised information technology.
- Make recommendations to Board on new or revised policy; organizes and maintains up-to-date policy manual.
- Refer any significant correspondence to Board, with recommendations when applicable.

Supervision

- Supervises Facility Manager to ensure his/her Principal Duties are carried out fully, including setting and evaluating annual work plans and assuring that Facility Manager has the tools, systems, training and support necessary to be efficient and effective. Supervises staff and volunteers in non-operations work, including PR, IT, accounting systems, and volunteer and outreach programs.
- Delegates to Facility Manager all supervision of staff and volunteers related to operations and on-site work, as detailed in Facility Manager job description. In Facility Manager's and Senior Operations Assistant's absence, supervises staff and volunteers in operations and on-site work.
- With Facility Manager, hires and disciplines staff; annually evaluates Facility Manager; collaborates with Facility Manager to evaluate all other staff; reports to Board any such activity.
- Make recommendation to Board for: new positions, job descriptions, pay and benefits, and termination of staff. The Board is responsible for hiring, managing, evaluating, disciplining, and terminating the District Manager.

Financial

- With the assistance of contractor CPA, manage accounts payable, accounts receivable, payroll, general ledger, cash flow, reserves, and capital and operational financial needs.
- With the assistance of outside payroll contractor, manage reporting of payroll, paid-leave time, pay rates, overtime, retirement, other payroll benefits, and volunteer hours. Creates monthly financial statements, reconciled with county records. Ensure financial and governmental reporting is timely and accurate.

- Prepare annual budget for approval by Board and LSWDD Governing Body and monitor performance relative to the budget. Oversee reporting and reimbursement of weed, litter, and other such programs.
- Make recommendations to Board and to LSWDD Governing Body for annual levy; ensure all deadlines are met and levy-resolution form and certificate are filed. Files DOR reports in timely manner and ensures all refuse, use, business and occupation, and other applicable taxes are reported and paid. Tracks and reports on excise tax revenue; make sure all amounts due are received on time.
- Secure and manage indebtedness as needed, subject to Board approval.
- Negotiate all LSWDD contracts and agreements, subject to Board approval.
- Oversee permitting and compliance processes with county, state and federal agencies.
- Ensure compliance with county auditor, county treasurer, and state auditor rules and regulations. Provides records and other information to facilitate any audits.
- File Annual Report with state auditor.
- Explore and make recommendations to Board on viable grant opportunities. Track and report on grant activity to ensure compliance with and payment from grantors. Keeps records as required for any grant audits.
- Secure adequate, cost-effective insurance to meet LSWDD, County, and other requirements (e.g. grants, contracts, leases). In collaboration with Facility Manager, assess and manage risks to eliminate or minimize liability.
- Ensure all records are kept and filed in compliance with county and state codes and public-records laws. Responds to public-records requests in a timely, informative, and professional manner.
- Advise staff and board on purchasing and vendor requirements, so that purchases comply with auditor requirements. Approves non-operations expenditures based on annual budget, policy, or other Board direction; delegates to Facility Manager approval of operations expenditures as outlined in Facility Manager job description.

Communications

- Serves as an effective spokesperson for the organization to public agencies, elected officials, businesses, community organizations, and the public.
- In collaboration with staff and/or committees, work on events that promote LSWDD or educate the public. Oversee all PR including written, web, press release, and articles. Collaborates with staff to maintain an enthusiastic group of volunteers.
- Monitor local, state and federal governmental initiatives related to LSWDD's mission and represent LSWDD's interests to government officials including the LSWDD Governing Body.
- Serves as primary staff contact to county treasurer, auditor, and other county and state offices. Serves as liaison between the Board and staff and volunteers.

Recruiting and Retainment

- Responsible for attracting and retaining a team of volunteers needed to operate TIOLI, recycling center and "Metal Dogs" initiative.
- To stay connected to the volunteer corps, the District Manager is **required to work one shift per week on site.**

Facilities and programs. In collaboration with Facility Manager provides input to the Board regarding: ongoing facility design; operations alternatives that reduce cost or improve performance or service; program or fee changes; capital improvement needs; and equipment and materials selection. In collaboration with Facility Manager manages budgeting, planning, work schedules, and implementation of new services or facilities. Reports significant operational, cost, staff, and facility issues to Board.

PHYSICAL AND MENTAL REQUIREMENTS

Must be effective at giving, receiving, and understanding written and oral communication and instructions. Must be able to present information and direction to the Board, staff, customers, agencies, and the public, clearly and effectively. Requires the ability to think strategically and analytically, to plan and manage effectively, to offer vision and guidance, and to safeguard the financial, physical, and human resources of LSWDD.

WORKING CONDITIONS

Work is generally performed remotely or at facility pay station. Must be able to attend meetings, at various hours and days, with the public, government, or businesses. May require work on weekends and some holidays. To stay connected to the volunteer corps, the District Manager is required to work one shift per week on site.