



3105 SW 89<sup>th</sup> Avenue  
Portland, OR 97225  
(503) 292-2777  
[www.WSWD.org](http://www.WSWD.org)

## Job Announcement **General Manager**

**Salary:** \$158,000 to \$195,000 / Plus Benefit Package  
**Position:** Full Time / Exempt  
**Opening Date:** December 18, 2025  
**First Review Date:** January 12, 2026 / open until filled  
**Contact:** Wendy Irwin, Finance Manager  
Email: [wirwin@wswd.org](mailto:wirwin@wswd.org)

### **About the Position**

Under the direction of the Board of Commissioners, the General Manager provides strategic leadership and operational oversight for the District, ensuring safe, reliable water, exceptional service, and responsible financial management. This role directs all aspects of District operations, finance, and administration; builds strong relationships with the Board, staff, and community; fosters a culture of collaboration and professional growth; and guides long-term planning, policy development, and emergency preparedness to achieve organizational goals.

### **About the District**

West Slope Water District was formed in 1922, as a domestic water supply district operating under the Oregon Revised Statutes (ORS) Chapter 264. The District provides water service to residential and commercial customers as well as water for fire protection. The District is located in eastern Washington County which is in northwestern Oregon and is one of the counties that comprise the Portland metropolitan area.

The District's service area consists of approximately three-and-one-half square miles and serves a population of about 10,500 residents with 3,300 service connections. The District's service area is fully developed with minimal vacant land. Therefore, any development within the service area is generally in-fill. The District's service territory is ninety percent residential with a ten percent mix of commercial and multi-family customers

The District operates as a gravity fed distribution system with infrastructure consisting of 48 miles of pipe, 450 hydrants, and 800 valves. Water storage consists of a 2.25-million-gallon concrete reservoir, a 3-million-gallon concrete reservoir, and a 0.8-million-gallon steel tank. Water for the District is purchased through a long-term wholesale contract with the City of Portland.

The District is governed by a five-member Board of Commissioners elected to staggered four-year terms of office. The Board establishes policies for the District and its operations and appoints the General Manager, who is charged with administering the policies adopted by the Board. The District is a self-



supporting enterprise with 2025-2026 fiscal year appropriations of about \$8 million. Revenues are generated by water sales and associated services.

The District staff is organized into two units: Finance and System Operations. The General Manager oversees all operations performed by the District's staff of 6 FTEs which operate and maintain the District's distribution system; perform construction management; read meters; bill for service and collect payments; as well as develop budgets, set rates, and account for District finances. The District has had no turnover in staff during the last three years and has developed a cohesive collaborative team approach to providing safe, reliable water with exceptional service to District customers.

More information about West Slope Water District can be found at <https://wswd.org>

### **The Ideal Candidate**

The District is looking for a General Manager who is an experienced, collaborative, and strategic leader with a strong background in public water utility operations, finance, and administration. The ideal candidate would bring solid management and supervisory experience; the ability to build effective relationships with a governing Board, staff, partner agencies, and the public; and a deep understanding of Oregon laws, regulations, and best practices related to water systems, emergency preparedness, public-sector finance, and governance. The candidate would excel at communication, decision-making, policy development, and long-term planning; is skilled in project and capital program management; and fosters a culture of accountability, professionalism, and customer-focused service.

### **Job Description and Qualifications**

A complete Job Description for the General Manager position can be found on the District's website at <https://www.wswd.org/employment>.

#### **Mandatory Requirement:**

A combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform the essential functions of the Job Description.

#### **Preferred Requirements:**

- A bachelor's degree in engineering, business administration, or related field
- Experience in management or supervisory role
- Experience working in a public utility, preferably in the water sector
- Experience with board management and communication

This position also requires a valid driver's license accepted in the State of Oregon, with an acceptable driving record.

### **Benefits**

The District offers a comprehensive and competitive total compensation package, including high-quality benefits that prioritizes employee well-being.

- Group medical, dental, and vision coverage for employees and eligible dependents
- Employer-paid life and long-term disability insurance
- Participation in the Oregon Public Employees Retirement System (PERS)
- Paid time off for professional development, vacation and sick leave
- Twelve paid holidays per year



## How to Apply

To be considered, applicants must submit a complete application packet including the following:

- Cover letter describing why you are interested in the position and how your education and experience satisfy the requirements of the position.
- Resume
- Completed and signed application form including veteran's preference form, if applicable. The District's application can be found on the District's website.

Applications may be submitted in the following three ways:

### By Email:

[wirwin@wswd.org](mailto:wirwin@wswd.org)

### By Postal Service:

West Slope Water District  
Attn: Wendy Irwin  
PO Box 25140  
Portland, OR 907298-0140

### In Person:

West Slope Water District  
3105 SW 89<sup>th</sup> Avenue  
Portland, OR 97225

## Application Deadline

Application deadline for first review must be received by 4:30PM (Pacific Time) on January 12, 2026. The position will remain open until filled.

## Additional Information

The application form and job description are available at <https://www.wswd.org/employment>. Questions regarding this recruitment can be directed to Wendy Irwin, Finance Manager, with West Slope Water District at [wirwin@wswd.org](mailto:wirwin@wswd.org).

This notice is not an offer of employment. Hiring for the General Manager position involves a competitive selection process. All applications will be reviewed and applicants whose backgrounds appear to match the needs of the position most closely will be considered for an interview. Employment of the successful candidate is subject to a satisfactory background check, completion of an employment agreement, and final approval by the West Slope Water District Board of Commissioners.

EQUAL EMPLOYMENT OPPORTUNITY: West Slope Water District will consider all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.

