

Red Sands Groundwater Conservation District

Position Description

POSITION: *Part Time General Manager*

SALARY RANGE: \$25,000 - \$35,000

POSITION DESCRIPTION: Under minimal direction, the General Manager manages all district operations to provide protection to existing water wells, prevent waste, promote conservation, and preserve and protect the groundwater resources of the county. The General Manager also provides assistance to the Board of Directors, support for professional and technical staff, and manages all District activities with Federal, State, County, local, and private agencies.

The General Manager reports to the Board of Directors and is responsible for the overall operations for the effective and efficient management of the day-to-day activities of the District. Expected work week – approximately 20 hours.

RESPONSIBILITIES:

- Responsible for the implementation of policies, plans, and rules approved by the District's Board of Directors to meet objectives for the protection, management, and conservation of groundwater in Red Sands Ground Water District of Hidalgo County
- Manages District finances including preparation and maintenance of an annual financial budget for the District and management of tax collections and tax rate;
- Working with legal counsel to ensure compliance with all applicable regulations and laws, both state and federal;
- Coordinate regulatory and enforcement efforts including working with the board to draft, monitor, and implement legislative initiatives;
- Train, supervise, and assist administrative assistant as needed in conducting district work;
- Administer and maintain the approved Management Plan for the District in accordance with State guidelines and requirements to achieve plan goals and objectives;
- Coordinate and prepare information for District board meetings and public hearings, including adherence to all State requirements for public notification and historical documentation;
- Coordinate and prepare the district's annual report no later than 90 days after end of district's fiscal year.
- Receives Investment Fund Training and serves as the Investment Fund Officer for the District.
- Develop and present a quarterly District Investment Report
- Coordinate and gather information for development of the district's annual financial audit.
- Work with the board and legal counsel to develop, enforce, and maintain District Rules, policies, and regulations to ensure regulatory compliance;
- Coordinate District participation in local and regional groundwater conservation, protection, and water resource planning efforts in GMA 16; Region M and Region N Regional Water Planning Groups.
- Facilitate cooperative relationships and working partnerships with local, state, and federal agencies, private consultants, constituents, and affiliated organizations;

- Serve as primary District contact for news media, legislators, public officials and citizens taking action as necessary for news releases, public service announcements, and dissemination of District information;
- Manage a water well tracking system (water well registration database) in compliance with District Rules and state law through water well registration, water well permits, state well reports, and other available information/programs pertinent to water wells and groundwater protection.
- Plan, manage, and coordinate all employee activities including payroll, performance appraisals, and daily job duties;
- Monitor and interpret pending and/or existing legislation including working with legislators, legal staff, and board members.
- Work with groundwater management areas and regional planning groups to define suitable desired future conditions as required by state law;
- All other duties as assigned by the Board of Directors or the State of Texas.
- Develop, implement, and monitor educational activities and programs for the District
- Conduct field work such as water level monitoring, pump tests, water quality sampling, spring discharge, stream flow monitoring, well inspections, and investigations.

QUALIFICATIONS:

Education & Experience:

A bachelors' degree or equivalent experience with an emphasis in water resources and management, agriculture, natural resources and conservation, business management, public administration, ranching and/or a related field is preferred.

Knowledge:

- Financial management including budget development, accounting systems, and investments.
- Supervision of personnel and benefits administration, purchasing, and asset management.
- Knowledge of groundwater resources including programs, legislation, and regulatory agencies.
- Basic knowledge of QuickBooks including payroll, accounts payable, accounts receivable, and budget procedures and processes.

Skills and Abilities:

- Understanding of water resource management and issues.
- Oral and written communication skills.
- Basic computer skills.
- Ability to adjust work plans based on shifting priorities.
- Manage one's own time and the time of others well.
- Ability to assess complex issues and take appropriate operational action.
- Ability to exercise initiative, independent judgment, and responsibility.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Self-motivated and capable of working independently.

- Organized with a strong work ethic.
- Must be punctual and dependable.
- Current valid Texas Drivers License

WORKING CONDITIONS:

- Work is both field and office oriented..
- Requires hours seated conducting repetitive motion and typing at a computer.
- May require some lifting, carrying, and/or maneuvering of up to 50 lbs.
- Ability to sit and/or stand for extended periods of time while performing routine office duties.
- Occasional extended hours.
- Some overnight travel may be required.