



Employment Opportunity

Position:	Assistant General Manager
Compensation:	Compensatory Depending on Experience and Qualifications
Benefits:	Competitive health care, retirement, and paid leave
Posting:	August 11, 2025
Closing Date:	Open until filled

Job Summary: The Assistant General Manager (“AGM”) provides additional support of leadership, management, communication, and technical support while working closely with the General Manager and Board of Directors of Neches and Trinity Valleys Groundwater Conservation District (“NTVGCD”) to provide groundwater regulation and management. The AGM will serve as a point of contact for the NTVGCD’s communication and outreach while participating in scientific endeavors, strategic planning, reporting and accountability. The AGM may represent NTVGCD at water-related meetings, conferences, and workshops as determined by the General Manager. The AGM will also assist in developing strategies to streamline operations internally with NTVGCD Directors and staff and externally with consultants and local entities. The AGM is supervised by the General Manager.

Required Education: Bachelor’s Degree is desired, or equivalent job-related experience with emphasis on local government and field work with an emphasis on water resources or a related field.

Required Knowledge, Skills, and Abilities:

- Knowledge of groundwater resources preferred
- Strong computer skills in word-processing, presentation, graphic design, and other special layout design skills.
- Excellent oral and written communication skills, time management skills, and public speaking skills.
- Superior workplace skill in working with others as an equal team member.
- Willingness and desire to cross train in all aspects of NTVGCD positions.

- Valid Texas Driver's license.
- Ability and willingness to travel in the State.
- Ability to lift more than 50 pounds of equipment and supplies.
- Knowledge of the local geology, environmental concerns, public policy, political subdivisions, and platting authorities.

Essential Functions:

- Serve as an assistant to the General Manager in conducting day-to-day management.
- Communicate scientific, technical, and regulatory information to well owners, homeowners, landowners, and the public.
- Interpret and articulate the policies and rules of NTVGCD, if the GM is unavailable on matters concerning the rules or policies of the district and governing legislation such as Texas Water Code, Chapter 36, and Texas Administrative Code.
- Prepare general communication as it relates to the rules and policies of NTVGCD and express those in a positive manner to the public and individuals upon inquiries as it relates to the public information act.
- Provide support to NTVGCD staff, as co-lead, on content management of the NTVGCD website and said content management of the website.
- Conduct field work such as water level monitoring, pumping tests, water quality sampling, spring discharge & stream flow monitoring, and well inspections/ investigations.
- Establish and maintain databases for well permits, operating permits, pumping data, and other information using data base and spread sheet software; generate reports as needed.
- Develop and maintain extensive relationships with producers, affiliated water agencies, local government entities, elected officials and others to ensure successful protection of groundwater resources.
- Assist in registering and permitting wells, monitoring monthly production, and collecting and entering information into databases.
- Assists in maintenance of database, preparation of maps & memos as it relates to other GIS data and it's interpretation.
- Assist in preparing and/or coordinating preparation and updating of documents such as annual report, management plan, strategic plan, drought management plans, rules, bylaws, etc. as needed.
- Assist in preparation of the annual NTVGCD budget.
- Assist in approving expenditures of the NTVGCD.
- Assist in preparation of information for NTVGCD Board meetings and posting of legal notices.
- Assist in coordinating with the County for Director appointments and ensure proper filing of paperwork and posting of notices.
- Assist in coordinating with NTVGCD's legal staff and technical consultants on issues as needed.
- Assist in coordinating with other consultants, groups, organizations, governmental agencies, and elected/appointed officials on local, county, state, and federal levels as needed.
- Assist in informing NTVGCD Board of water related legislation, news, and issues

- impacting the district and groundwater management.
- Develop recommendations for policies and studies regarding protection and management of groundwater and goals consistent with the NTVGCD's mission.
- Participate in formulating recommendations for the future direction of the NTVGCD.
- Assist the General Manager in representing NTVGCD in all matters outside the district as approved by the NTVGCD Board.
- Assist the General Manager in representing NTVGCD at Groundwater Management Area 11 (GMA11) meetings.
- Assist the General Manager in representing NTVGCD & GMA11 at the Region I Water Planning Group
- Assist in representing NTVGCD at Texas Alliance of Groundwater District (TAGD).

Applications:

- Please submit cover letter, Resume/Vitae and a list of references via email or mail to:
 - Neches & Trinity Valleys GCD
 - Attn: Penny Hanson manager@ntvgcd.org
 - P.O. Box 1387
 - Jacksonville, TX 75766