



**Job Position: General Manager**

**Salary Range: Commensurate with experience**

**Application Deadline: Open until filled**

The Southwestern Travis County Groundwater Conservation District (District) was created by an Act of the Texas Legislature in 2017. The District was ratified at an election in November 2019 and is governed by a seven-member elected Board of Directors. The District is seeking applications for the position of General Manager to assist in developing this newly created district. The General Manager functions as the chief administrative officer, leads the daily operations of the District, and is responsible for the development and 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. The position of General Manager for GCD's is defined by Chapter 36.056 of the Texas Water Code and in the Bylaws of the District.

This position initially will be considered as a contract employee requiring 40 hours on average per week, with schedule to be determined by employee as necessary to perform the duties required. This position will report to the Board of Directors with the primary point of contact being the Board President.

#### **DESIRED JOB KNOWLEDGE, SKILLS, & ABILITIES**

- Leadership experience in management and administration, preferably of governmental agencies in Texas.
- Demonstrated confidence in decision making and problem-solving skills.
- Demonstrated customer service orientation in dealing with stakeholders and constituents.
- Demonstrated communications skills, written and verbal, in interacting with superiors and subordinates, internal and external persons, and large and small groups.
- Knowledge and understanding of regional environmental issues, especially local water-related topics.
- Knowledge of Texas groundwater laws, policies, associated statutes, and rules.
- Experience interacting with elected and appointed officials and staff from state government, counties, municipalities, other groundwater conservation districts, other conservation and reclamation districts, and other political subdivisions.
- Experience conducting outreach to stakeholder groups and coordinating communications.

- Ability to represent the District in Public forums.
- Ability to organize and facilitate Board and Committee meetings including preparation of supporting materials.

### **MINIMUM JOB QUALIFICATIONS AND PREFERENCES**

- Experience in government/association/business administration and management
- A valid Texas driver's license and social security number.
- Preferred - General knowledge and relevant experience with water resource management issues.
- Preferred - Graduation from an accredited four-year college or university with a Bachelor's degree in natural sciences, engineering, public/business administration, political science, or closely related field.
- Preferred – At least five (5) years of progressively responsible professional work experience managing projects, programs, and staff.

### **Anticipated Scope of Responsibilities**

- Lead and manage the daily operations of the District.
- Establish communications and networking relationships with key stakeholder groups (i.e., landowners, well drillers, etc.), other groundwater districts, regional groups, and key agencies.
- Develop operations and processes for the District based on Board policy, including but not limited to:
  - Public communications (i.e., public information and constituent communications),
  - Financial systems (i.e., accounting and bookkeeping)
  - Regulatory compliance (i.e., cybersecurity, public information, open meetings).
- Coordinate and manage staff, consultant agreements, and Interlocal Agreements to ensure compliance based on Board policy.
- Responsible for day-to-day operations, including but not limited to, Board meeting preparation, website maintenance, governmental accounting, and constituent communication.

- Ensure Directors, District personnel, and consultants adhere to all mandatory regulations and industry best practices.
- Maintain the records and files of the SWTCGCD and act as the Public Information Officer.
- Implement Management Plan and Rules for the operation of the SWTCGCD—and administer and oversee associated permit and fee programs.
- Such other duties as the Board from time to time may designate as the responsibility of the General Manager.

**TO APPLY:** The District is an equal opportunity employer. Qualified and interested candidates should submit a complete application package consisting of their resume and a one-page cover letter describing in narrative form how they are best qualified for this position. Position is open until filled. Resumes and cover letters should be submitted via email to:

[dower@swtcgcd.org](mailto:dower@swtcgcd.org)

Attn - General Manager Search Committee