



Position Description

Position: Administrative Assistant

Salary Range: \$20.00-\$25.00 per hour, commensurate with experience and qualifications

Schedule: Half-time, hybrid-remote, flexible hours within work requirements

Benefits: N/A

Closing Date: Until filled

Job Summary:

Provides a broad range of administrative support to ensure organizational effectiveness and efficiency. Responsible for general administrative tasks and serves as a liaison between the District, the public, and other agencies. Requires excellent intrapersonal and communication skills, effective time management, and attention to detail. This position will report directly to the General Manager and will work under the guidance of existing staff. Local travel in personal vehicle will be required for regular errands related to essential job functions, and occasional trips to off-site meetings and events. This is a half-time position with a typical work week consisting of 9:00 a.m. to 1:00 p.m., Monday to Friday, with at least three days in office. Actual schedule may vary and will be determined by the General Manager as necessary to perform the duties required.

Essential Responsibilities:

- Perform general administrative tasks, including answering phone calls, responding to emails and voicemails, processing mail, paying invoices, maintaining files, and ordering office supplies.
- Interact with external agency representatives, stakeholder groups, and individuals representing diverse public, personal, and professional interests.
- Receive mail and packages, including regular trips to the post office.
- Prepare correspondence, public notices, meeting agendas, outreach materials, and other documents using correct formatting, grammar, spelling, and punctuation.
- Maintain and organize records and ensure compliance with applicable records management requirements.
- Prepare for monthly Board Meetings, including posting and distributing public meeting notices and agendas, assembling Board packets, and keeping meeting minutes.
- Receive and process regulatory forms and related fees.
- Respond to public information requests and inquiries in the form of phone calls, emails, or walk-ins.
- Prepare and deliver weekly bank deposits.
- Develop knowledge of District programs to ensure effective communication with outside parties.
- Support bookkeeping and budgeting procedures.
- Evaluate and refine administrative processes and workflows.
- Manage calendars, conference registration, and travel arrangements for Directors and staff.
- Maintain software licenses and accounts.
- Assist with updates to the District website and social media accounts.
- Perform other tasks as assigned.

Required Skills and Qualifications:

- Excellent written and verbal communication skills
- Effective time management and ability to multitask

- Strong intrapersonal and problem-solving skills
- Proficiency with Microsoft Office applications: Word, Outlook, Excel, PowerPoint, Access
- Strong organizational skills and attention to detail
- Ability to work well independently and within a small team environment
- Valid driver license and reliable transportation

Preferred Skills and Qualifications:

- Experience providing administrative support at government entities
- Experience developing internal processes and filing systems
- Proficient bookkeeping skills and experience with QuickBooks
- Proficiency with Adobe applications: Acrobat, Illustrator, InDesign
- Knowledge of records management requirements for government entities
- Knowledge of Texas groundwater policy and management
- Genuine desire to promote the District and its objectives

Physical Requirements:

Position is performed primarily in an office environment with frequent trips related to essential job functions and occasional trips to off-site meetings and events. May require occasional lifting and carrying of items with weights not exceeding 25 pounds.

About the Southwestern Travis County Groundwater Conservation District:

The Southwestern Travis County Groundwater Conservation District was created by the Texas Legislature in 2017 to preserve, conserve, and protect the aquifers and groundwater resources within its jurisdiction. It is governed by a Board of seven elected directors and staffed with hydrogeologists, regulatory compliance specialists, and geospatial systems specialists.

To Apply:

The District is an equal opportunity employer. Qualified and interested candidates should submit a cover letter and resume to Lane Cockrell, District General Manager, at generalmanager@swtcgcd.org with the position name in the subject line. Selected candidates will be contacted for interviews and the position will remain open until filled.