



POSITION: General Manager

IMMEDIATE SUPERVISOR: Board of Directors

JOB SUMMARY:

The Prairielands Groundwater Conservation District, which is located in Ellis, Hill, Johnson, and Somervell Counties, is accepting applications for a General Manager. The General Manager functions as the chief administrative officer 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. Duties include managing District staff and overseeing development and implementation of District planning, research, financing, operations, and regulations, including data collection, hydrogeologic and environmental analysis, water well registration and permitting program, water supply planning, regional water planning, participation in development of desired future conditions for aquifers and implementation of management plan and rules to achieve those desired future conditions, budget and policy development, and interactions with the public, well owners, water users, and elected officials. Degree from an accredited four-year college or university is required. Education in water or other natural sciences, engineering, business, public administration or a related field with a strong background in Texas water issues, business and office management preferred, but other relevant work experience will be considered. Prior work for or closely related to groundwater conservation districts in Texas is preferred, although experience with other water-related governmental entities, budget and policy development for governmental agencies and in working with diverse stakeholders and public policy and regulatory matters will be considered. Salary and total compensation depends on degree of experience.

NATURE AND SCOPE:

The General Manager must be able to work with a variety of professionals on behalf of the District. Within the District, the General Manager will interact with a number of elected and appointed officials and their staffs from the state, the counties, municipalities, other groundwater conservation districts, other conservation and reclamation districts, and other political subdivisions. Additionally, a number of water-related state and federal agencies will share interest in water matters such as: the Texas Commission on Environmental Quality, the Texas Water Development Board, the Texas Railroad Commission, the U. S. Environmental Protection Agency, and the U. S. Geological Survey. Finally, the General Manager must work effectively with attorneys, board members, groundwater consultants, the media, well owners, and other landowners and members of the public.

DESCRIPTION:

The General Manager is responsible for advising and coordinating with the Board to initiate the District's duties as a groundwater conservation district.

Administration. The General Manager is responsible for:

- Implementing all policies, plans, and rules approved by the Board of Directors;
- Development and implementation of administrative, purchasing, fees, well permits and registrations, regulations and personnel policies and procedures for Board approval and for approving all staff level policies;
- Supervising and serving as primary point of contact for District staff;
- Drafting and proofreading documents and correspondence, and overseeing staff work product;
- Hiring and overseeing District staff including approving employee leave, signing and approving timesheets and paychecks, and performing annual performance evaluations;
- Coordinating with District staff to improve office functions and implement new programs;
- Working with District staff to prepare documents and materials for Board meetings, and attending and participating in monthly Board of Directors meetings;
- Signing checks and approving payment of bills and invoices, and seeking Board approval for certain expenditures as necessary;
- Managing the District's legal work and interacting with the District's legal counsel;
- Overseeing District vehicles and vehicle maintenance;
- Ensuring District's website and databases are maintained and updated;
- Managing contract negotiations and services with outside consultants for engineering, hydrogeology, and purchasing of goods and services, including execution of contracts as necessary;
- Coordinating regulatory and enforcement efforts; working with the Board to draft, monitor, and implement legislative initiatives;
- Budgeting, accounting, auditing and funds management activities, including working with District auditor to complete annual financial audit, preparing annual draft budget for Board's review and approval, managing District investments, and working with bank staff to ensure District funds are properly managed;
- Supervising the preparation of monthly financial reports and financial/cost analyses;
- Working with legal counsel to ensure compliance with all applicable regulations and laws from both the state and federal government;
- Program supervision and capital project planning, scheduling, and implementation;
- Coordination of Board of Director's activities; working with the Board and legal counsel to develop and enforce District Rules, policies, and regulations; ensure regulatory community compliance and develop mitigation and mediation strategies; and
- Performing other duties assigned by the Board of Directors.

Planning. The General Manager is responsible for:

- Assisting the Board with the development and implementation of the District Management Plan, and ongoing work toward achieving goals set forth within Management Plan and preparation of Annual Report;
- Coordinating District participation in regional and local groundwater conservation, protection, and water resources planning efforts; participating in efforts for the development of desired future conditions for the aquifers within the District and Groundwater Management Area 8; facilitating cooperative relationships and working partnerships with local, state, and federal elected officials and government agencies, private consultants, constituents, and affiliate organizations;
- Providing input to Board for suggested revisions to District Rules; and
- Performing other duties as assigned by the Board of Directors.

Regulatory and Field Operations. The General Manager is responsible for:

- Implementation of District Management Plan and District Rules, including well permitting, registration, and reporting programs; processing, organizing, and maintaining well registration and permitting forms and documents and water use fee reports submitted by well owners, including approving certain applications in accordance with District Rules;
- Working closely with District staff, technical and legal consultants, and other professionals, as well as landowners and other persons, to ensure compliance with rules, standards, policies, and practices of the District;
- Developing recommendations to the Board for guidelines on the management and conservation of groundwater;
- Ensuring the enforcement of rules and regulations regarding management of groundwater;
- Overseeing District field operations, monitoring well program, and data collection and District staff that perform these tasks; and
- Performing other duties as assigned by the Board of Directors.

Public Relations and Outreach. The General Manager is responsible for:

- Serving as primary District contact for news media, legislators and their staff, public officials and citizens; taking actions necessary to prepare news releases, District informational brochures and other public relations materials and public service announcements;
- Monitoring the development and implementation of educational activities of the District;
- Preparing quarterly reports to update county representatives on District activities; and
- Making presentations to members of the public upon request.

Committees and Conferences. The General Manager is responsible for:

- Participating in meetings and attending various conferences for the Texas Water Conservation Association, Texas Alliance of Groundwater Districts, and other organizations;
- Attending and participating in Groundwater Management Area 8 meetings;
- Attending District committee meetings to provide input and working with Board members to address committee issues; and
- Attending hearings of committees of the Texas Legislature, and with legislators, their staff, and other groundwater stakeholders, as needed on matters that will impact the District.

MINIMUM QUALIFICATIONS AND PREFERENCES:

- Graduation from accredited four-year college or university required.
- Management experience required.
- Prefer education in water-related natural sciences, engineering, business, public administration or a related field with a strong background in business and office management preferred, but other relevant work experience will be considered.
- Prefer graduate degree in water-related natural sciences, engineering, business, public administration or a related field, but other relevant work experience will be considered.
- Prefer experience working for or closely related to groundwater conservation districts in Texas, in developing policy recommendations for local, state, other legislative bodies, governing boards, and/or organizational heads, and in budget development and management. Experience, especially management experience, with other water-related governmental entities, and in working with diverse stakeholders on public policy and regulatory matters will be considered.

JOB KNOWLEDGE, ABILITIES, & SPECIAL SKILLS:

The General Manager position requires:

- An understanding of groundwater resources management and issues in Texas;
- Relevant work experience involving local government administration;
- Financial management including budget development, fee collections, supervision of automated accounting systems, forecasting, and cash management;
- Supervision of personnel and benefits administration, purchasing, and facilities management;
- Knowledge of marketing techniques, print and broadcast media; must have strong oral, written, and organizational skills along with research and analytical skills;
- Ability to exercise initiative, independent judgment, and responsibility; and
- A valid Texas driver's license.

The Prairielands Groundwater Conservation District is an Equal Opportunity Employer.

All interested candidates should submit their resumé and cover letter to:

Prairielands GCD

In Person: 205 South Caddo Street, Cleburne, Texas 76031

or

By Mail: P.O. Box 3128, Cleburne, Texas 76033

or

By Email: rosetta@prairielandsgcd.org