

# MESQUITE GROUNDWATER CONSERVATION DISTRICT

Located in Wellington, TX is taking applications for the position of General Manager.

**POSITION TITLE:** GENERAL MANAGER

**IMMEDIATE SUPERVISOR:** BOARD OF DIRECTORS

## **JOB IDENTIFICATION:**

This position is responsible for planning, organizing, scheduling and directing all programs of the District necessary to carry out groundwater and related hydro-geologic management activities. These activities include, but are not limited to:

- Supervising District office operations, maintaining the District's records system, preparing reports, handling daily correspondence, submitting all forms having to do with the operation of the District to appropriate State and Federal agencies, prepare for District Board meetings, assist with Director's elections;
- Maintaining the District's financial records, entering deposits and expenditures, preparing and monitoring the District's annual budget, working with auditors of financial records, providing regular financial reports to the Board, developing financial grant applications, assisting the Investment Officer with investment of district funds; interacting with the appraisal district and tax assessor on issues dealing with tax valuations and collections, and keeping record of the amount of taxes collected;
- Conduct an aquifer monitoring system, measurement of water levels and collection and analysis of water quality samples, determination of groundwater withdrawal and recharge;
- Supervising and directing subordinate professional and technical personnel in executing various geologic activities and hydro geologic investigations;
- Supervising, monitoring and inventorying of potential hazards such as abandoned wells, sink holes, residential and commercial development, water well construction and other potential hazardous activities;
- Working closely with the staff of the Texas Commission on Environmental Quality, the Texas Water Development Board, the State Health Department, the leadership of the City, County and Resource Conservation governmental bodies within the District, and Federal and State agricultural and resource conservation agencies, rural water authorities, and other elected and appointed public officials;
- Interfacing with a wide variety of public and private organizations, actively participating in appropriate local, regional, state, and national water meetings;
- Developing recommendations to the Board for guidelines on the protection of ground water and assuring the enforcement of rules and regulations regarding protection of groundwater, including water management plans and policies;
- Working with outside contract consultants on special projects;
- Working with private water well drilling companies;
- Working directly with area farmers through efficiency testing and flow testing equipment;
- Carrying out a public information program to schools, organizations, cities, and agencies working

throughout the state and nation, publishing news articles, giving talks, preparing displays and demonstrations, and using other opportunities to publicize underground water conservation issues;

- Participating in training sessions and seminars to develop job skills, maintain current awareness of water district issues, and assure compliance with state requirements and policies.
- Performing other duties as requested by the Board of Directors.

**REQUIREMENTS:**

This position requires a Bachelor's degree, preferably in business, public administration, agriculture or a related field, or prior experience involving local government finance and administration; financial management skills including budget coordination, supervision of accounting with automated systems, and cash management; two years supervisory experience; strong oral, written and organizational skills; basic knowledge of chemistry; a working knowledge of computers; a valid driver's license; ability to work with tools and equipment; ability to exercise initiative, independent judgment and responsibility; and ability to work outdoors in varying kinds of weather.

Contact Tommy Coleman at (806) 898-5089 for more information.

## **KINNEY COUNTY GROUNDWATER CONSERVATION DISTRICT**

### *JOB POSTING*

#### **Job Opening: *General Manager***

The General Manager is responsible for the overall management of District programs, activities, and personnel; reports directly to the Board of Directors; implements Board approved programs for the conservation and protection of water resources to carry out the mission and duties of the District.

The General Manager acts as the Chief Operating Officer for the District.

#### **Job Specification**

The General Manager position requires:

- Bachelor degree required or equivalent job related experience, with emphasis in water resources or related field preferred.
- Substantial professional experience in water resources or related field and relevant work experience involving local government
- An understanding of water resources management and issues with preference given to those with hydrological, geological, biological science or chemistry background with additional course work in business or public administration, and public relations;
- 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;
- Above average computer skills with experience in word-processing, spreadsheets and graphics software.
- 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.
- A valid Texas driver's license.
- Able to work outside in all weather conditions and carry heavy equipment, furniture, exhibits, or supplies up to 75 lbs. Some evenings and weekends are required.

#### **Send resume and salary history to:**

Kinney County Groundwater District  
PO Box 369  
Brackettville, Texas 78832