

Real-Edwards Conservation & Reclamation District

P.O. Box 1208
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Leakey, Texas 78873

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Job Posting- General Manager

The Real-Edwards Conservation & Reclamation District is seeking applications for the position of General Manager. The G.M. is responsible for the day to day activities of the District and reports directly to the District Board of Directors. Responsibilities include (but are not limited to): functioning as the general administrative agent responsible for the design, development, and implementation of policies approved by the Board of Directors in order to meet District objectives for the protection, management, and conservation of groundwater within the District. Duties include overall supervision of District staff; overseeing and participating in data collection; involvement in District and Regional water supply planning, and policy development; development of the District Budget; preparation of reports for the Board, TCEQ, TWDB and other entities; oversee and conduct public speaking and public education activities; drafting of rules; preparation for audits; and ensuring that District Management Plan Objectives are achieved.

General Qualifications

The General Manager must present a positive image as representative of the District in appearance and demeanor. The G.M. must set an example as a leader in promoting the goals and objectives of the District within the community. The G.M. should have a good working knowledge of computers and computer software (i.e.: Word processing, spread sheets, etc.). The G.M. should exhibit strong leadership skills, be able to work independently and exercise sound judgment.

Minimum Qualifications

- Graduation from accredited four-year college or university with a major in geology and/or hydrology preferred.
- Previous supervision of employees preferred. Some financial management experience preferred.
- Experience in developing policy recommendations for local, state, other legislative bodies, governing boards, and/or organizational heads preferred.
- Current Texas Drivers' License required with no related felony convictions and no more than 3 moving violations within the last twelve months.
- Employment history must be provided.
- Must be willing to submit to pre-employment Drug Testing.
- Must be eligible to be Bonded as required by District and Texas Municipal League.
- Must be able to lift and carry minimum of fifty (50) pounds.
- Must consent to a Background Check.

For more information and/or a copy of the job description and application, please contact the District Office at (830) 232-5733 or email manager@recrd.org. Application and Job Description available on the District Webpage at www.recrd.org. Application must be received by May 10, 2019. Interviews will be scheduled after screening of applications.

Salary based upon qualifications.