

## **Duval County Groundwater Conservation District**

### **THE DUVAL COUNTY GCD SEEKS A DISTRICT GENERAL MANAGER - Revised MAY 22, 2019**

**The Duval County Groundwater Conservation District ("the District") is seeking candidates for the position of General Manager to begin work immediately.**

The Duval County Groundwater Conservation District is a groundwater conservation district with jurisdictional area including all of Duval County Texas. The General Manager is responsible for managing all District operations to serve the District's mission to manage, preserve and protect the groundwater resources within the District's boundaries.

The General Manager reports to, and is directed by, the Board of Directors and is responsible for the overall operations and day-to-day activities of the District. The General Manager is responsible for the implementation of all policies, plans, and rules adopted by the Board of Directors and the District. The primary areas of responsibility include program planning, implementation and administration; stakeholder and regional planning; staff management and development; and financial administration.

#### **Job Description: District General Manager**

Manage the daily affairs and business activities of the District as authorized by the District Board of Directors. Perform all duties as needed to carry out and accomplish the mission and purpose of the District.

#### **References:**

District Water Management Plan

District Rules

District By - Laws

Chapter 35 & 36 Texas Water Code

Chapter 356, Title 31 Part 10, Texas Administrative Code

**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 and staff in operations, maintaining the District's records systems, preparing report, handling daily correspondence, submitting all forms having to do with the operations of the District to appropriate State and Federal agencies, prepare for District Board meetings.
- . 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, and assisting with investment of district funds.
- . Oversee and maintain 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 personal 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 TCEQ, TWDB, State Health Department, the Texas Legislature, City, County and Resource Conservation government 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 organization, activities participating in appropriate local, regional, state, and

national water meetings.

- . Developing recommendations to the Board for guidelines on the protection of groundwater 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 and landowners to insure compliance with all District rules regarding well development, including but not limited to, well spacing and GPS location.
- . Working directly with area farmers, rancher, irrigators to assist in providing water efficiency.
- . Carrying out a public information program to school, 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 groundwater conservation issues.
- . Participating in training sessions and seminars to develop job skills, maintain current awareness of water district issues, legislative issues, and maintain THE DISTRICT's compliance with all state laws, regulations, requirements and policies.
- . Develop and maintain, and proficiency in operating and maintaining, a water well registry database of existing and newly constructed water well located within the district.
- . Assist Board of Directors in preparing the District's Annual Report, and all the District's annual reporting requirements to any and all state agencies and departments.
- . Performing other duties as assigned and requested by The Board of Directors.

**Requirements:**

This position requires a Bachelor's degree, preferably in business, public administration, agriculture, science, hydrology, engineering or a related field, and prior experience involving local government finance and administration, skilled in public relations; financial management skills including budget coordination and supervision of accounting with automated systems , strong oral, written and organizational skills; responding to State audits and state agencies and departments; responding to Public Information Act requests and understanding and training in compliance of said act; basic knowledge of chemistry and lab procedures; a working proficiency and knowledge of computers including Excel, Date Base management, web site maintenance and construction, valid driver's license, ability to work with tools and equipment; knowledge and proficiency of GPS and Google Earth, ability to exercise initiative, independent judgment and responsibility, and ability to work outdoors in varying kinds of weather. The ideal candidate will have 5+ years of management experience with the majority being focused on groundwater management operations in Texas. Knowledge of groundwater resources, geology, water production or water science is preferred.

**Minimum Qualifications:**

Previous supervision of employees preferred.

Experience in developing policy recommendations for local, regional, state, other legislative bodies, governing boards, and/or organization heads preferred.

Current valid Texas Driver's 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 a minimum of fifty (50) pounds.

Must consent to a background check and credit history check.

TO APPLY: The District is an equal opportunity employer. The salary is commensurate with experience and qualifications, and compensation will include a benefits package. All qualified and interested candidates should submit a resume or CV and a one-page cover letter of intent describing in narrative form how they are best qualified for this position. Resumes/CVs and cover letter can be submitted via direct mail to the Duval County Groundwater Conservation District, P.O. Box 506, Benavides, TX 78341 OR email to: [Manager@DuvalGCD.com](mailto:Manager@DuvalGCD.com) and [duvalgwdmnr@gmail.com](mailto:duvalgwdmnr@gmail.com).

DEADLINE: June 24, 2019 by 5:00 pm. Interviews will be scheduled in Benavides Texas after screening of applications, and until position is filled.