



## LONE STAR GROUNDWATER CONSERVATION DISTRICT JOB DESCRIPTION

**POSITION:** *Public Affairs & Communications Director*

**IMMEDIATE SUPERVISOR:** *General Manager*

**HOURS REQUIRED:** *Full time - Exempt*

### **DESCRIPTION:**

Responsibilities include:

- Collaborating with the General Manager to develop and implement District communication strategies;
- Serving as the primary District contact for public relations and outreach, including news media, legislators and their staff, and public officials;
- Maintaining current knowledge of water policy and being actively involved in policy development for the District;
- Collaborating with the General Manager, as well as District technical and legal teams, to develop and refine District written communications, technical and organizational messaging that promote for the District's mission;
- Overseeing District response to media requests and public policy issues;
- Interacting on behalf of the General Manager and Board of Directors with local and state legislative delegation to implement and advocate for the District's mission;
- Assisting the General Manager with issues during legislative session, interim charges and other political or policy issues;
- Serving as executive editor for the District's website;
- Working with the General Manager and District staff to attend and facilitate speaking engagements;
- In conjunction with the General Manager and/or Education & Conservation Outreach Coordinator actively participate and interact in appropriate local, regional and state water related meetings (TWCA, TAGD, Region H and GMA 14) to ensure the District's Board of Directors interests are properly represented;
- Assisting the General Manager with development and implementation of the Management Plan for the District;
- Collaborating with other local municipalities and regulatory agencies on special studies and investigations;
- Developing recommendations for the General Manager on legislative matters, communication and outreach improvements for the District;
- Attending and representing the District at conferences, events and meetings;
- Assisting with the implementation of all policies, plans, and rules approved by the Board of Directors; and
- Performing other duties as assigned by the Board of Directors.

### **MINIMUM QUALIFICATIONS & JOB REQUIREMENTS:**

- Education: Bachelor's degree. Degree in journalism, public relations, political science, business or water resources-related field, including engineering, hydrology, geology or environmental sciences dealing with groundwater and hydrology preferred;
- Experience: Five (5) years of experience in public or private sector working directly on public policy or groundwater-related issues;
- Software: Must be skilled in Office programs; Word, Access, Excel, and PowerPoint;
- Must have personable nature and ability to work under pressure and deadlines;
- Strong public speaking and communications skills required, both written and verbal;
- Ability to exercise initiative, independent judgment, and responsibility;
- Continuing education courses and classes required;
- Regular traveling involved locally and statewide; and
- Valid Texas driver's license