



Guadalupe County Groundwater Conservation District

200 N. Austin St., Suite # 301

Seguin, TX 78155

www.gcgcd.org



JOB POSTING

Position: Administrative Assistant

Full-time

Salary: \$51,750/year

Benefits: TCDRS (Texas County & District Retirement System); Health Insurance with Dental & Vision

Posting: Until filled

The Guadalupe County Groundwater Conservation District (GCGCD) is seeking an Administrative Assistant to provide a broad range of administrative support to ensure the organizational efficiency of the District, as well as to promote the Mission of the District through education and outreach efforts.

This position will report directly to the General Manager and will work closely with the GCGCD Executive Administrator. All work will be conducted in a professional manner under the mission of promoting conservation, preservation, protection, and prevention of waste of groundwater with a focus on the aquifers located within the District's boundary.

This position requires exceptional organizational skills. Attention to detail is paramount. The ideal candidate is a highly organized, self-motivated, and independent worker, comfortable working in an office with a small staff, and capable of multi-tasking. The ideal candidate possesses strong communication skills, both verbal and written, and is comfortable with public speaking.

Essential Duties:

- Perform general, day-to-day operational office duties;
- Assist the Executive Administrator and General Manager with scheduling, meeting materials, and other documents with an emphasis on accuracy;
- Assist the Executive Administrator with compiling monthly rainfall and production data [graph/chart as applicable] and prepare reports for inclusion in monthly board packets and for presenting at monthly board meetings;
- Assist with A/V (multiple platforms) during monthly board meetings and other virtual conferences;
- Perform data entry and filing to maintain organized and accurate District records;

- Assist with special projects assigned by the General Manager;
- Assist with developing educational outreach materials in accordance with GCGCD Management Plan's goals and objectives, the District's Mission, Rules, Texas Water Code Chapter 36, and District policies;
- Assist with designing infographics and content for both digital and print dissemination via the District's website, newsletters, and pamphlets in accordance with the District's Management Plan;
- Work to increase knowledge of local geology, aquifers, District Rules and policies, District programs, databases, applications, and scientific studies to provide effective communication with the public.

Education:

- Bachelor's degree from a four-year accredited college or university: Science, environmental studies, or other related fields preferred.
- Minimum of two years of experience working in an office performing administrative duties.

Required Skills:

Proficiency with Microsoft Office applications: Word, Excel, PowerPoint, and Outlook.

- A skills test may be administered.

Preferred Skills and Qualifications:

- Knowledge of Texas groundwater conservation districts, groundwater law, policy, science, and management, and experience working with elected officials / local government.
- Experience using Canva, Adobe Acrobat, ArcGIS online preferred.
- Experience using multiple virtual meeting applications: Webex preferred.
- Interest in conservation and career growth opportunities with the Guadalupe County Groundwater Conservation District.

Additional Information:

This position is performed primarily in an office environment with frequent, local trips related to essential job functions and occasional trips to off-site meetings and events. Travel in personal vehicle will be required for regular errands related to job functions. A valid Texas driver's license is required.

To Apply:

Qualified and interested candidates should submit a resume with a cover letter and two professional references to:

Kelley Cochran, General Manager

GM.GCGCD@gmail.com with the Subject line: **Administrative Assistant position**

The District is an equal opportunity employer. To learn more about the Guadalupe County Groundwater Conservation District, visit our website at www.gcgcd.org.