



**HEADWATERS GROUNDWATER  
CONSERVATION DISTRICT**

125 Lehmann Dr, Ste 202 • Kerrville, Texas 78028 • 830-896-4110

**NOTICE OF STAFF OPENING**

Position: General Manager

Compensation: \$85,000+- annually plus benefits

Applications accepted December 1, 2025- January 10, 2026.

**JOB SUMMARY.** Headwaters Groundwater Conservation District (District) is a Groundwater Conservation District with jurisdictional area of Kerr County.. The General Manager (GM) of District is responsible for managing all District operations to serve the District's mission of conserving, protecting, preserving, and enhancing the aquifers within the District. The GM reports to, and is directed by, the five -member Board of Directors through the Board President and is responsible for the overall operations and day-to-day activities of the District. The primary areas of responsibility include administration of District activities, overseeing the accomplishment of District objectives, planning, financial administration, and public relations.

**ESSENTIAL JOB FUNCTIONS:**

**Board Liaison and Administration:**

- Provide leadership and effective communication between the Board and staff to include communication on District operations and making recommendations to the Board;
- Coordinate and prepare information for District Board meetings and public hearings;
- Ensure quality assurance of District work product and deliverables;
- Provide leadership in monitoring and promoting legislation, policies, and regulations that benefit the District's interests;
- Serve as an ex-officio member of regular and ad hoc District committees on matters related to functions listed; attending meetings, responding to committee requests for assistance, facilitating meeting, and delivering info and data related to requests in a timely manner;
- Oversee implementation of employee policy manual and updates as appropriate;
- Oversee District's outside professional consultants;
- Ensure the District's Rules, Drought Management Plan, policies, rules, and direction of the Board of Directors are implemented effectively and efficiently consistent with the District's mission and statutory purpose;

- Review and recommend revisions to District Rules, policies, and procedures, as warranted, to respond to evolving District objectives and program needs or state law;
- Participate in training sessions and seminars to develop job skills, maintain awareness of current water district issues, assure compliance with state requirements and policies.
- Administer all well application processing and permitting which includes determination of “administratively complete”, permit hearings, aggregated permits, variance requests, and all other potential issues that might arise within the permitting process.

#### **Financial Administration:**

- Ensure compliance with the Texas Public Investment Act and financial management policies and procedures as supported by the District bookkeeper and auditor
- Develop, prepare, and maintain an accurate annual financial budget;
- Ensure maintenance and security of financial and contractual records;
- Oversee and manage all District expenditures and the collection of fees and related debits/credits as supported by the District bookkeeper;
- Serve as lead purchasing agent for all equipment and materials that exceed staff purchasing limits; familiarity with and adherence to all governmental purchasing practices;
- Report to the Board during monthly meetings on the financial operations and condition of the District;

#### **Stakeholder Relations and Regional Planning:**

- Develop and maintain cooperative relationships and working partnerships with local, state, and federal agencies, private consultants, constituents, and affiliated organizations with common interests;
- Develop and maintain relationships and work cooperatively with elected and appointed officials at all levels of government; and provide leadership in promoting for legislation that benefits the District’s interests;
- Participate in business meetings, hearings, legislative sessions, conferences, seminars, boards, panels, regional planning groups, working groups, and committees to represent and advocate for the District’s interests;
- As assigned by the Board President, participate in the GMA 9 joint planning processes for the relevant aquifers in the District to establish and refine Desired Future Conditions (DFCs) that protect the aquifers;
- Serve as primary District contact for news media, legislators, public officials, and citizens acting as necessary for news releases, public service announcements, public records, and dissemination of District information.

#### **Staff Management and Development:**

- Exclusively administer all administrative and personnel matters;
- Hire District staff to achieve program needs within budgetary constraints and long-term- fiscal sustainability;
- Plan, assign, and coordinate all employee responsibilities, activities, and daily job duties to accomplish program objectives and needs;

- Oversee and supervise employees, and maintain records relating to employees;
- Provide input, guidance, and annual evaluations related to job performance and administer compensation accordingly within budgetary constraints;
- Provide employees with opportunities for training and professional development related to essential job functions;

#### **Aquifer Protection:**

- Coordinate with outside professional and technical contractors in executing various geologic activities and hydrogeologic investigations as directed by the District;
- Oversee and maintain records of permits, aquifer monitoring systems, measurement of water levels and groundwater withdrawals;
- Monitoring and inventorying of potential hazards such as abandoned wells, development well construction and other potential hazards;
- Work with private water well drilling companies and landowners to ensure compliance with District rules in well development well spacing, GPS location, etc.;

#### **JOB QUALIFICATIONS AND PREFERENCES**

- Experience and knowledge of water resource management and legal issues, including Texas groundwater law and Texas Water Code, Chapter 36;
- Preferred experience with Public Funds Management Act compliance;
- Experience managing projects, programs, outside professionals, and staff in groundwater resources;
- Experience in establishing project/organizational budgets and in operating within budget constraints and financial management;
- Strong computer skills in word-processing, spreadsheets, presentations, graphic design, GIS, and other special layout design skills.
- Experience with groundwater district rules and management plans, including goal setting and tracking;
- Experience working with elected bodies and political officials;
- Excellent oral and written communication skills, organization skills, research skills, and public speaking skills;
- Residing within the boundaries of the District preferred;
- A valid Texas driver's license, ability to be bonded, pass background check, and drug testing.

#### **TO APPLY:**

Applications shall be accepted until January 10, 2026. The District is an equal opportunity employer. All qualified and interested candidates should submit a complete application package including their 1) resume, 2) a one-page cover letter describing in narrative form how they are best qualified for this position, and 3) contact information for any references via email or direct mail with subject line *Confidential GM Manager* to HGCD General Counsel c/o Richard C. Mosty, [rmosty@mostylaw.com](mailto:rmosty@mostylaw.com) Mosty Law Firm, 222 Sidney Baker So, Ste. 400 Kerrville, Texas 78028.