

## JOB OPPORTUNITY – GENERAL MANAGER

The Pecan Valley Groundwater Conservation District is seeking candidates for a General Manager.

Candidates with a Bachelor's degree in environmental sciences, hydrogeology, business or governmental administration are preferred. Work experience may be considered as an equivalent qualification in lieu of Bachelor's degree. Strong interpersonal, communication, financial planning, budgeting, public speaking, writing, and technology skills are required.

The Pecan Valley GCD manages the groundwater resources in DeWitt County. The district employs a full-time General Manager and Administrative Assistant.

The job description and application can be found at [www.pvgcd.org](http://www.pvgcd.org) or at the PVGCD office at 1009 N. Esplanade Street, Cuero, Texas 77954. The salary of the General Manager is commensurate with experience, and compensation includes a competitive benefit package. Please send completed application, resume and a cover letter, to Cindy Parma, General Manager, PVGCD, 1009 N. Esplanade St., Cuero, Texas 77954 or email to: [director@pvgcd.org](mailto:director@pvgcd.org).

**DEADLINE:** Applications will be accepted until qualified applicant is selected.



PECAN VALLEY GROUNDWATER CONSERVATION DISTRICT  
1009 N. Esplanade St., Cuero, TX 77954

## JOB POSTING

**Position:** General Manager  
**Compensation:** Salary Commensurate with Experience; Benefit Package  
**Posting Date:** April 22, 2026  
**Closing Date:** Applications accepted until qualified applicant is selected

### POSITION DESCRIPTION

The General Manager is responsible for management of the District office, personnel, funds, policies, and programs as directed by the Board of Directors and District Management Plan. The General Manager is an at-will employee. The General Manager's duties include, but are not limited to the following:

- Interprets the policies and rules of the District – The General Manager is the primary representative for the District on matters concerning the rules and/or policies of the District and governing statutes such as Texas Water Code, Chapter 36. It is the responsibility of the General Manager to see that the rules and policies of the District are expressed to the general public and staff
- General administrative agent responsible for the design, development and implementation of policies approved by the Board of Directors
- Provides guidance to the District in dealing with management issues and policies related to water rights, groundwater supply, and overall protection of groundwater resources
- Conducts field work such as water level monitoring, water quality sampling, well inspections, and investigations. Approves water well registrations and permits
- Hires, at direction from Board, trains, supervise and assist staff as needed
- Oversees registering and permitting wells, monitoring quarterly production, and collecting and entering information into Halff database
- Develops and maintains extensive relationships with producers, local government entities, elected officials, and other stakeholders to ensure successful protection of groundwater resources
- Develops and maintains relationships with affiliated water agencies including but not limited to:
  - Texas Water Development Board (TWDB)
  - Regional Water Planning Groups (Region L),
  - Groundwater Management Area 15 (GMA 15)
  - Texas Alliance of Groundwater Districts (TAGD)
  - Texas Commission on Environmental Quality (TCEQ)
  - Texas Railroad Commission
  - Texas Department of Licensing and Regulation (TDLR)
- Prepares and updates documents and policies, such as annual report, management plan, drought management plans, rules, policies, bylaws, etc., as needed
- Manages District finances and prepares and monitors annual District budget and assists in development of tax rate
- Responsible for overseeing all income and expenditures of the District are documented in QuickBooks
- Coordinates preparation of information for District Board meetings and posting of legal notices; ensures proper recording of Board meetings and related actions
- Coordinates with District's legal counsel and technical consultants on issues as needed
- Oversees and approves education and outreach programs and materials provided to the general public and area schools, including update and maintenance of website
- Oversees maintenance of database

- Informs District Board of water related legislation, news, and issues; develops recommendations for policies and studies regarding protection and management of groundwater
- Makes recommendations for future direction of the District
- Represents the District in all matters outside the District, as approved by the District Board
- Conducts District elections, in coordination with the County Elections Administrator
- Serves as Official Keeper of Records for District and maintains District files as required
- Maintain a water well registry in Halff database of existing and newly constructed water wells located within the District
- Other duties as assigned

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in environmental sciences preferred; may consider Bachelor's degree in business or governmental administration. Work experience may be considered as an equivalent qualification in lieu of Bachelor's degree
- Knowledge of groundwater resources, geology, water production, or science preferred
- At least five years' experience in the fields of environmental science, geology, hydrology or local government administration
- Experience in financial management, including budgeting and accounting
- Strong organizational and communication skills are required, both written and verbal
- Ability to exercise initiative, judgment, and personal responsibility
- Public relations skills
- Ability to perform office and fieldwork in varying types of weather
- Must possess leadership skills; must be creative and self-motivated with the ability to direct and organize program activities and motivate staff
- Must have research and analytical skills
- Above average knowledge of computer programs, including Microsoft Office applications and QuickBooks
- Must possess a working knowledge of water wells and State of Texas regulations for water wells and water well drillers, or ability to learn
- Must be eligible for a fidelity bond
- Must be able to pass a background check
- Must be able to work evenings and weekends on occasion

### **COMPENSATION:**

- Commensurate with qualifications and experience
- Health insurance
- Participation in Texas County and District Retirement System
- Vacation - 80 Hours annually (after one year of employment)
- Sick Time
- Paid holidays

### **CERTIFICATES AND LICENSES REQUIRED:**

- Valid Texas driver's license, with acceptable MVR

### **Application Process:**

The Pecan Valley GCD is an equal opportunity employer. All qualified and interested candidates should submit the employment application, their resume and a cover letter describing how they are best qualified for this position.

Submit via direct mail, in-person or email:

Pecan Valley Groundwater Conservation District  
 1009 N. Esplanade St.  
 Cuero, TX 77954  
 (361) 275-8188  
 Email to: [director@pvgcd.org](mailto:director@pvgcd.org)



**Pecan Valley Groundwater Conservation District**  
**1009 N. Esplanade St.**  
**Cuero, Texas 77954**

Applications can be submitted by USPS, in-person, or e-mail to:  
director@pvgcd.org

**Employment Application**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

\_\_\_\_\_

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_