

**Wintergarden Groundwater Conservation District**

**P. O. Box 1433**

**Carrizo Springs, TX 78834**

**830-876-3801**

**830-876-3782 FAX**

**[www.wgcd.net](http://www.wgcd.net) (Email [wgcd@wgcd.net](mailto:wgcd@wgcd.net))**

**"An Equal Opportunity Employer"**

**Wintergarden GCD is Hiring**

**Position Description**

General Manager / Field Technician / Administrative Coordinator

Position Announcement

July 1, 2026

The Winter Garden Groundwater Conservation District (WGCD) is seeking qualified applicants for the position of General Manager / Field Technician / Administrative Coordinator. This position is intended for an individual who possesses a broad range of skills and a genuine commitment to serving the landowners, groundwater users, communities, and stakeholders within the District's jurisdiction.

The successful candidate will serve as the principal administrative officer of the District while also maintaining an active role in field operations, stakeholder engagement, data management, and implementation of policies established by the Board of Directors.

This position offers a unique opportunity to work directly with landowners, agricultural producers, municipalities, water supply entities, oil and gas operators, consultants, and public officials while helping protect private property rights and supporting responsible groundwater management throughout the District.

**About the District:**

The Winter Garden Groundwater Conservation District serves all of:

- Dimmit County
- La Salle County
- Zavala County

The District's mission is to conserve, preserve, protect, recharge, and prevent waste of groundwater resources while recognizing and respecting the private property rights associated with groundwater ownership under Texas law.

**Position Summary:**

Under the direction of the Board of Directors, the General Manager will oversee the daily operations of the District and serve as the primary point of contact for the public. The

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position requires a balance of leadership, technical understanding, communication skills, administrative management, and field experience.

**The successful candidate must be equally comfortable:**

- Working with landowners in the field.
- Conducting site visits and inspections.
- Managing permits and records,
- Preparing Board meeting materials.
- Communicating with consultants and legal counsel.
- Coordinating groundwater monitoring activities.
- Representing the District at public meetings and regional planning efforts.

**Essential Duties and Responsibilities:**

**Administration and Management**

- Implement policies adopted by the Board of Directors.
- Manage day-to-day District operations.
- Prepare Board meeting agendas, reports, and supporting materials.
- Assist with budget preparation and financial oversight.
- Maintain District records in accordance with state requirements.
- Coordinate compliance with Texas Open Meetings Act and Public Information Act requirements.
- Manage District contracts and professional service agreements.

**Public and Stakeholder Relations:**

- Serve as the primary public contact for the District.
- Communicate effectively with landowners, producers, municipalities, water utilities, and industry representatives.
- Foster productive working relationships with stakeholders holding diverse viewpoints.
- Provide educational outreach regarding groundwater management and District programs.
- Assist applicants through permitting processes.

**Field Operations:**

- Conduct field inspections and well site visits.
- Assist with groundwater monitoring programs.
- Collect, review, and maintain water-level and production data.
- Coordinate with contractors and consultants conducting field investigations.
- Maintain familiarity with District monitoring wells and groundwater resources.

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**Technical and Regulatory Support:**

- Assist with permit reviews and technical evaluations.
- Work with hydrogeologists, engineers, GIS specialists, and legal counsel.
- Support groundwater management planning efforts.
- Assist in reviewing Desired Future Conditions (DFC), Managed Available Groundwater (MAG), and groundwater model information.
- Maintain familiarity with Chapter 36 of the Texas Water Code and District Rules.

**Preferred Qualifications:****Education:**

Prefer Bachelor's Degree from an accredited college or university in one or more of the following fields:

- Natural Resources
- Environmental Science
- Geology
- Hydrology
- Agriculture
- Education
- Communications
- Public Administration
- Related field

Equivalent combinations of education, technical training, and relevant experience may be considered. Advanced degrees are preferred but not required.

**Preferred Experience:**

Preference may be given to applicants with experience in:

- Groundwater conservation districts
- Water resources management
- Agriculture and ranching operations
- Oil and gas operations
- Regulatory compliance
- Public administration
- Natural resource management
- Public communications and stakeholder engagement

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### **Desired Knowledge and Skills:**

#### Communication

- Strong written and verbal communication skills.
- Ability to communicate complex topics in practical, understandable language.
- Active listening skills.
- Ability to work constructively with individuals holding differing viewpoints.
- Professional public speaking and presentation abilities.

### **Technical Skills:**

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Database management
- GIS software and mapping applications
- Recordkeeping and document management systems
- Basic understanding of groundwater science and monitoring

### **Leadership and Management:**

- Ability to manage multiple projects simultaneously.
- Ability to coordinate consultants, contractors, and attorneys.
- Ability to prioritize work independently.
- Ability to implement Board policies effectively.
- Sound judgment and decision-making skills.

### **Field Skills:**

- Comfortable working outdoors in varying weather conditions.
- Ability to conduct site visits and field inspections.
- Ability to interact directly with landowners and groundwater users.
- Valid Texas Driver License.

### **Desired Personal Characteristics:**

The ideal candidate will demonstrate:

- Integrity and professionalism.
- Respect for private property rights.
- Commitment to public service.
- Strong work ethic.
- Practical problem-solving abilities.
- Curiosity and willingness to learn.
- Ability to work independently and as part of a team.

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- Respectful and courteous interaction with all stakeholders.

### **Understanding of the Winter Garden Region:**

Applicants should possess, or be willing to develop, a practical understanding of:

- The agricultural economy of South Texas.
- Irrigated farming and ranching operations.
- Municipal water supply needs.
- Oil and gas industry operations.
- Groundwater production and management.
- The Carrizo-Wilcox Aquifer system.
- The communities, landowners, and industries located within Dimmit, La Salle, and Zavala Counties.

### **Working Relationship with the Board:**

The General Manager serves at the direction of the Board of Directors and is responsible for implementing policies established by the Board.

### **Success in this position requires balancing:**

- The direction of the elected Board of Directors.
- The rights and interests of landowners.
- The needs of groundwater users.
- The technical advice of consultants.
- The legal guidance of District counsel.
- The District's responsibility to protect property rights while managing the groundwater resources in accordance with Texas law.

### **Application Process:**

The Winter Garden Groundwater Conservation District encourages qualified applicants who have a genuine interest in serving the people, landowners, and communities of the District to apply.

### **The District seeks individuals who value:**

- Public service
- Respectful communication
- Property rights
- Responsible groundwater stewardship
- Collaboration and transparency

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Applications will be accepted through an open and competitive process.

Applicants should submit a cover letter, résumé, and references demonstrating their qualifications, experience, and interest in serving the citizens of the Winter Garden region and fill out the required document located at:

**[Application form for Employment, please visit the District's website at:  
https://wgcd.net/wp-content/uploads/2021/03/WGCD-Application-for-Employment.pdf](https://wgcd.net/wp-content/uploads/2021/03/WGCD-Application-for-Employment.pdf)**

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**APPLICATION FOR EMPLOYMENT**

Date of application \_\_\_\_\_  
Position Applied For \_\_\_\_\_

**PERSONAL INFORMATION**

Applicant's Full Legal Name \_\_\_\_\_

Applicant's Full Address \_\_\_\_\_  
\_\_\_\_\_

City State Zip Code

Daytime Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Social Security # \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Can you provide proof of eligibility to work in the United States?  Yes  No

Have you ever worked for this District before?  Yes  No

Do you have any relatives who work for the District or serve on the Board of Directors?  
 Yes  No

If yes, please list them \_\_\_\_\_

Have you ever been convicted of a felony, or pleaded no contest to a felony, or been convicted of a misdemeanor resulting in imprisonment or a fine over \$500 during the last ten years?

(Criminal convictions are not an automatic bar to employment, but will only be considered in relation to specific job requirements.)  Yes  No

If yes, explain. \_\_\_\_\_

What is your minimum salary requirement? \_\_\_\_\_

Date available to begin employment. \_\_\_\_\_

Do you have any commitments to another employer that might affect your employment with us?  
 Yes  No If yes, explain. \_\_\_\_\_

List any language, other than English, that you fluently speak, read or write. \_\_\_\_\_

**EDUCATION AND TRAINING**

Institution	Institution Name and Address	Degree/Major/Course of Study
High School		
College		
Other		

Summarize any special skills or qualifications you possess that would enhance your employment with the District.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

List all work experience for the past ten (10) years, beginning with the present or most recent job. (Attach resume.)

Employer \_\_\_\_\_

Position Held \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ No

Supervisor Contact Information \_\_\_\_\_

Last Salary \_\_\_\_\_

Employer \_\_\_\_\_

Position Held \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_

Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ No

Supervisor Contact Information \_\_\_\_\_

Last Salary \_\_\_\_\_

Employer \_\_\_\_\_  
 Position Held \_\_\_\_\_ Dates of Employment \_\_\_\_\_ to \_\_\_\_\_  
 Duties \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ May we contact? \_\_\_ Yes \_\_\_ No  
 Supervisor Contact Information \_\_\_\_\_  
 Last Salary \_\_\_\_\_

**REFERENCES (LIST THREE (3) NON-RELATIVE INDIVIDUALS WHO HAVE KNOWN YOU FOR AT LEAST THREE (3) YEARS.**

Name	How do they know you?	Telephone Number

Please include any other information you think would be helpful to the District in considering you for employment. You may omit all information that would indicate age, sex, race, religion, color, national origin, or handicap.

**AGREEMENT - Please read the following statement carefully:**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me for further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give the District any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties, such persons and the District, from liability for any damage that may result from furnishing same to the District.

I hereby authorize the District now, or at any time while I am employed by the District, to obtain a consumer report or investigative consumer report on me, as applicable. This authorization does not include the release of any medical information.

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