

## **Permian Basin Underground Water Conservation District**

### **POSITION: *General Manager***

**POSITION DESCRIPTION:** Under minimal direction, the General Manager manages all district operations to provide protection to existing water wells, prevent waste, promote conservation, and preserve and protect the groundwater resources of the county. The General Manager also provides assistance to the Board of Directors, support for professional and technical staff, and manages all District activities.

The General Manager reports to the Board of Directors and is responsible for the overall operations for the effective and efficient management of the day-to-day activities of the District.

The salary of the General Manager is commensurate with experience and qualifications, and compensation includes a benefit package.

### **RESPONSIBILITIES:**

- Responsible for the implementation of policies, plans, and rules approved by the District's Board of Directors to meet objectives for the protection, management, and conservation of groundwater in Howard and Martin Counties;
- Manages District finances including preparation and maintenance of an annual financial budget for the District and management of tax collections and tax rate;
- Work with the board and legal counsel to develop, enforce, and maintain District Rules, policies, and regulations to ensure regulatory compliance;
- Trains, supervises, and assists other staff as needed in conducting district work;
- Administer and maintain the approved Management Plan for the District in accordance with State guidelines and requirements to achieve plan goals and objectives;
- Coordinate and prepare information for District board meetings and public hearings, including adherence to all State requirements for public notification and historical documentation;
- Coordinate District participation in local and regional groundwater conservation, protection, and water resource planning efforts;
- Facilitate cooperative relationships and working partnerships with local, state, and federal agencies, private consultants, constituents, and affiliated organizations;
- Serve as primary District contact for news media, legislators, public officials and citizens taking action as necessary for news releases, public service announcements, and dissemination of District information;
- Manage a water well tracking system in compliance with District Rules and state law through water well registration, water well permits, state well reports, and other information available about water wells;
- Manage county wide elections for board members including contracts with vendors, legal counsel, State or other government officials for election services and certification.
- Plan, manage, and coordinate all employee activities including payroll, performance appraisals, and daily job duties;

- Monitor and interpret pending and/or existing legislation including working with legislators, legal staff, and board members.
- Work with Groundwater Management Area 2 and Regional Planning Group F to define suitable desired future conditions as required by state law;
- All other duties as assigned by the Board of Directors or the State of Texas.
- Monitor educational activities and programs for the District
- Conduct field work such as water level monitoring, water quality sampling, well inspections, and investigations.

## **QUALIFICATIONS:**

### **Education:**

A college degree or equivalent experience is preferred, but a degree is not required.

### **Experience:**

Experience related to groundwater conservation districts in Texas, developing policy recommendations for local, state, governing boards, and/or other legislative bodies, and a strong background in business and office management is helpful. .

### **Knowledge:**

- Financial management including budget development, accounting systems, and investments.
- Supervision of personnel and benefits administration, purchasing, and asset management.
- Knowledge of groundwater resources including programs, legislation, and regulatory agencies.
- Basic knowledge of payroll, accounts payable, accounts receivable, and budget procedures and processes.
- Requires knowledge of general office software including Word, Excel, and QuickBooks, and a knowledge of Access and ArcGIS software a plus.

### **Skills and Abilities:**

- Understanding of water resource management and issues is helpful.
- Oral and written communication skills required.
- Basic computer skills.
- Ability to adjust work plans based on shifting priorities.
- Manage one's own time and the time of others well.
- Ability to assess complex issues and take appropriate operational action.
- Ability to exercise initiative, independent judgment, and responsibility.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Self-motivated and capable of working independently.
- Organized with a strong work ethic.
- Must be punctual and dependable.
- Current valid Texas Drivers License

**WORKING CONDITIONS:**

- Work is primarily office work with some field work required.
- Requires hours seated conducting repetitive motion and typing at a computer.
- Some lifting and carrying may be required.
- Ability to sit and/or stand for extended periods of time while performing routine office duties.
- Occasional extended hours.
- Some overnight travel required.