

# **Rusk County Groundwater Conservation District**

## **Position Description**

**Position:** General Manager

**Employee Type:** Full-time, Exempt

Starting minimum salary at \$45,000, negotiable based on experience & training, health insurance plus other benefits.

**Job Summary:** The General Manager is responsible for management of all District Operations including the District office, personnel, oversight of all funds, adheres to provisions of Chapter 36 of the Texas Water Code, and applies all policies and programs under the governance as directed by the Board of Directors.

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

### **Essential Functions:**

- 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 the District.
- Interprets the policies and rules of the District - The General Manager is the Representative for the District on matters concerning the rules or policies of the District and governing legislation such as Chapter 36 of the Texas Water Code, with the exception of a Director or the District's Legal Counsel. 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 provides interpretation and guidance of rules and policies to staff.
- Supervises activities of District employees and hold staff meetings as needed to provide information and direction.
- Oversees and approves education and outreach programs and materials provided to the general public and area schools including update and maintenance of website.
- Trains, supervises, assists staff and assists as needed in conducting field work such as water level monitoring, pumping tests, water quality sampling, spring discharge/stream flow monitoring, and well inspections/investigations.
- Trains, supervises, assists staff and assists as needed in registration and permitting wells, monitoring monthly production, and collecting and entering information into the database.
- Oversees maintenance of database and preparation of maps and graphs.
- Prepares and/or coordinates preparation and updating of documents such as annual report, management plan, drought management plans, financial contingency plan, rules, bylaws, employee handbook and policies, etc. as needed.
- Prepares and monitors annual District budget and tax rate.
- Authorizes all expenditures of the District.
- Coordinates preparation of information for District Board meetings and posting of legal notices; ensures proper recording of Board meetings and related actions.
- Coordinates with County Elections Department to run director elections; ensure proper filing of paperwork and posting of notices.
- Coordinates with District Legal Counsel and technical consultants on issues as needed.
- Coordinates with other consultants, groups, organizations, governmental agencies and elected/appointed officials on local, county, state, and federal levels as needed.

- Informs District Board of legislation related to water and District activities and operations, news, and issues; develops recommendations for policies and studies regarding protection and management of groundwater and goals consistent with the District's mission.
- Provides recommendations for future direction of the District.
- Other duties as assigned.

**Education:**

- Bachelor's Degree required or equivalent education in training acceptable by the board. With emphasis in planning, water resources, governmental management, or related field. Experience in natural sciences, engineering, business and office management preferred.

**Qualifications:**

- Experience in supervisory, and fiscal management experience, working with other governmental entities in water resources or related field, and strategic planning.
- Knowledge of water policies in Texas.

**Skills:**

- Ability to manage multiple priorities and deadlines.
- Ability to exercise initiative, independent judgement and responsibility.
- Leadership skills; ability to direct organize program activities and motivate staff.
- Oral and written communication skills required.
- Skill and ability to organize work of office, and must have research and analytical skills.
- Advanced computer skills required.

**Minimum Requirements:**

- Valid Class "C" Texas Driver's License with good driving record.
- Must be punctual, organized, dependable, obtains strong work ethic, and maintains professionalism.
- Must be able to communicate effectively verbally and in writing with public and staff.
- Must be able to identify complex problems, evaluate options, and implement solutions.
- Ability to adapt to change.
- Able to work independently and self-motivated.

**Physical Demands & Working Conditions:**

Working conditions take place in the office and field. Job performance in office may require some lifting, walking, stooping, bending, and sitting. Job performance in field may require lifting of heavy items up to 50lbs. Field conditions include driving, traversing uneven terrain, in adverse and sometimes severe weather conditions, and around construction sites. Job performance may require extreme caution in the field to construction sites, chemicals, insects, animals, harmful plants, etc.

**Equal Employment Opportunity**

*This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be nor may it be construed as an employment contract. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*