

Rusk County Groundwater Conservation District

Position Description

Position: General Manager

Employee Type: Full-time, Exempt

Salary: Based on education, qualifications, and experience. Health insurance, plus other benefits included.

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 Chairman and 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. 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 public and area schools including update and maintenance of website.
- Field technician duties; 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 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.
- Provides recommendations for future direction of the District.
- Other duties as assigned.

Education:

- Bachelor's Degree preferred 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.

Minimum Requirements:

- Valid Class "C" Texas Driver's License with good driving record.
- Must be punctual, organized, dependable, have a strong work ethic, and maintain professionalism.
- Must be able to communicate effectively verbally and in writing with public and staff.
- 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 50 lbs. 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 due to construction sites, chemicals, insects, animals, harmful plants, etc.

Equal Employment Opportunity



RUSK COUNTY
GROUNDWATER CONSERVATION DISTRICT

P.O. BOX 97 | Henderson, TX 75653
Office (903)657-1900 | Fax (903)657-1922
www.rcgcd.org | rcgcd@suddenlinkmail.com

Job Posting – General Manager

About Rusk County Groundwater Conservation District (District)

The District was authorized in 2003 by the 78th Texas Legislature under HB 3569 and confirmed by election of Rusk County citizens June 5, 2004. The District's mission is to develop and implement a sound groundwater management program to protect and sustain the groundwater resources of the District. Governed primarily by the provisions of Chapter 36 of the Texas Water Code. The District has the capability and authority to undertake various studies to promote conservation, establish a program for the registration and permitting of water wells, implement structural facilities, non-structural programs to achieve its statutory mandates, and rule-making authority.

Primary Roles and Responsibilities

The Rusk County Groundwater Conservation District is seeking applications for the position of General Manager. The GM is responsible for the day-to-day activities of the District and reports directly to the District Board Chairman and Board of Directors. Responsibilities include (but are not limited to):

- Functioning as the general administrative agent responsible for the design, development, and implementation of policies approved by the Board of Directors; meeting District objectives for the protection, management, and conservation of groundwater within the District.
- Duties include: Overall supervision of District staff; overseeing and participating in data collection; field technician duties; involvement in District and Regional water supply planning and policy development; development of the District Budget; preparation of reports for the Board and Board meetings, TCEQ, TWDB and other entities; conduct public speaking and public education activities, present a positive image as representative of the District in appearance and demeanor, set an example as a leader in promoting the goals and objectives of the District; drafting of rules; preparation for audits; and ensuring that District Management Plan Objectives are achieved.

Applications: Please submit via U.S. Mail to: **ATTN: General Manager Position**, Rusk County Groundwater Conservation District, PO BOX 97, Henderson, TX 75653

Deadline: Resumes/Applications will be accepted until a qualified applicant is selected.

A complete job description and application will be available soon on www.rcgcd.org

Rusk County Groundwater Conservation District is an Equal Opportunity Employer.



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Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Drivers License # & State: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you legally eligible to work in the U.S.? YES NO
☐ ☐

Have you ever worked for the District? YES NO If yes, when? _____
☐ ☐

Have you ever been convicted of a felony? YES NO
☐ ☐

If yes, explain: _____

Requirements of Application

Please submit this application, a cover letter, resume, and a list of at least three references.

Place your required application submittal packet within an envelope labeled 'General Manager Position' and place that labeled envelope within the envelope to be used for U.S. Mail.

Minimum Qualifications

Must be able to provide a copy of college transcript if requested.

Must obtain a current Texas Driver's License, with no related felony convictions and no more than 3 moving violations within the last twelve months. Must be willing to submit driving record from DPS.

Must be willing to submit to pre-employment Drug testing.

Must be eligible to be bonded as required by the District.

Must consent to a background check.

Must be able to provide proof of eligibility to work in the United States if selected for hire or offered a position.



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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.

I authorize the District to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Signature: _____ Date: _____