**Rolling Plains Groundwater Conservation District**

Position Description

**POSITION: *General Manager***

**SALARY RANGE:** Commensurate with experience.

**APPLICATION DEADLINE:** Open until filled.

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

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.

**RESPONSIBILITIES:**

* Responsible for the implementation of policies, plans and rules approved by the District’s Board of Directors to meet objectives for the protection, recharge, management and conservation of groundwater in Baylor, Haskell and Knox Counties.
* Manages District finances including preparation and maintenance of an annual financial budget for the District and management of tax collections and tax rate.
* Working with legal counsel to ensure compliance with all applicable regulations and laws, both state and federal.
* Coordinate regulatory and enforcement efforts, including working with the Board of Directors to draft, monitor and implement legislative initiatives.
* 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 and prepare the District annual report.
* Receives Investment Fund Training and serves as the Investment Fund Officer for the District.
* Coordinate and gather information for development of the annual financial audit.
* Work with the board and legal counsel to develop, enforce and maintain District rules, policies and regulations to ensure regulatory compliance.
* Coordinate District participation in local and regional groundwater conservation, protection and water resource planning efforts in GMA 6; Region B and Region G Regional Water Planning Groups.
* 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 available information/programs pertinent to water wells and groundwater protection.
* Work with the three County Commissioners Courts’, within the District, in filling 4 year term appointments to the 9 member Board of Directors.
* 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 areas and regional planning groups 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.
* Develop, implement and monitor educational activities and programs for the District.
* Conduct field work such as water level monitoring, pump tests, water quality sampling, spring discharge, stream flow monitoring, well inspections and investigations.
* Plan and monitor the Managed Aquifer Recharge project that the District is implementing.

**QUALIFICATIONS:**

**Education:**

* Graduation from an accredited four-year college or university.
* Advanced degree is preferred. (Natural sciences, engineering, public/business administration, leadership or business management, political science, or closely related field)

**Experience:**

* Experience related to groundwater conservation districts in Texas
* Developing policy recommendations for local, state, governing boards, and/or other legislative bodies or 2-3 years of experience in a related field.
* A strong background in business and office management preferred.

**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 QuickBooks including payroll, accounts payable, accounts receivable and budget procedures and processes.

**Skills and Abilities:**

* Understanding of water resource management and issues.
* Oral and written communication skills required.
* Basic computer skills, including Microsoft Word, Excel, Access, Teams and PowerPoint.
* Some knowledge of ArcGis is preferred.
* 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 Driver’s License

**WORKING CONDITIONS:**

* Work is both field and office oriented.
* Requires hours seated conducting repetitive motion and typing at a computer.
* May require some lifting, carrying, and/or maneuvering of up to 50 lbs.
* Ability to sit and/or stand for extended periods of time while performing routine office duties.
* Occasional extended hours.
* Some overnight travel required.

**TO APPLY:** The District is an equal opportunity employer. Qualified and interested candidates should submit a complete application package consisting of their resume and a one-page cover letter describing in narrative form how they are best qualified for this position. Resumes and cover letters can be submitted via email to [mmcguire@rpgcd.org](about:blank) or by mail to:

Mike McGuire

Rolling Plains GCD

PO Box 717

135 N. Munday Ave.

Munday, TX 76371

Questions may be addressed to Mike McGuire:

[mmcguire@rpgcd.org](about:blank)

(940) 422-1095 office

(940) 864-4646 cell