

## Lost Pines Groundwater Conservation District

Position Title: Assistant General Manager, Position open until filled

Immediate Supervisor: District General Manager

Job Identification:

This position is responsible, under the direction and supervision of the General Manager for the planning, organizing, scheduling and directing all activities of the District necessary to carry out groundwater and related hydro-geologic management activities. These activities include, but are not limited to:

- In the absence of the General Manager, supervising District office and staff in operations, maintaining the District's records system, preparing reports, handling daily correspondence, submitting all forms having to do with the operation of the District to appropriate State and Federal agencies, directing all District groundwater programs and preparing for District Board meetings.
- Under the supervision or direction of the General Manager:
  1. Assist in expansion and maintenance of aquifer monitoring systems, measurement of water levels and collection and analysis of water quality samples and determination of groundwater withdrawal;
  2. Working closely with the staff of the TCEQ, TWDB, State Health Department, the Texas Legislature, City, County and Resource Conservation governmental bodies within the District, and Federal and State agricultural and resource conservation agencies, rural water authorities, and other elected and appointed public officials;
  3. Administration of the District's well mitigation program;
  4. Working with permit applicants throughout the permit process;
  5. Interfacing with a wide variety of public and private organizations, actively participating in appropriate local, regional, state, and national water meetings;
  6. Assist in developing recommendations to the Board for guidelines on the protection of groundwater and assuring the enforcement of rules and regulations regarding protection of groundwater, including water management plans and policies;
  7. Working with outside contract consultants on special groundwater projects and grants;
  8. Working with private water well drilling companies and landowners to insure compliance with all District rules regarding well development, including but not limited to, spacing requirements and GPS location;
  9. Participating in training sessions and seminars to develop job skills, maintain current awareness of water district issues, and assure compliance with state requirements and policies; and
  10. Performing other duties as assigned by the General Manager.

Requirements:

This position requires a Bachelor's degree, preferably in an engineering, science or groundwater related field, prior experience involving groundwater, and local government finance and administration. Applicant should be skilled in public relations; financial management skills including budget coordination and supervision of accounting; strong oral, written communication and organizational skills; a working knowledge of computers; a valid driver's license; ability to work with tools and equipment; ability to exercise initiative, independent judgment and responsibility; and ability to work outdoors in varying kinds of weather. Benefits include: salary (based on education and work experience), health insurance and retirement funding.

Salary:

Based upon experience.

Application:

Interested applicants should send a resume and salary requirements to:

Lost Pines GCD

317 E Hemptsead St

Giddings, TX 78942;

or [lpgcd@lostpineswater.org](mailto:lpgcd@lostpineswater.org).