

**TITLE: Real-Edwards Conservation & Reclamation District  
General Manager**

**JOB SUMMARY**

Under the supervision of the Real-Edwards Conservation & Reclamation Board of Directors, this position is responsible for overall planning, direction and day-to-day operations of the District.

**WORK TO BE PERFORMED:**

- Prepares annual budget for Board approval; attends and assists with budget workshops.
- Monitors budget and prepares budget amendments as needed.
- Attends meetings that are related to operation of the District and works with representatives at county, regional, and state levels including but not limited to:
  - Regional Water Planning Group (Region J)
  - Groundwater Management Area 7 (GMA 7)
  - Texas Alliance of Groundwater Districts (TAGD)
  - Texas Water Development Board (TWDB)
  - Texas Commission on Environmental Quality (TCEQ)
  - Texas Water Conservation Association (TWCA)
  - Texas Railroad Commission, and
  - Nueces River Authority (NRA)
- Formulates, implements, and reports to Board on Quality Assurance/ Improvement Program relating to the District's Management Plan.
- Tracks and maintains records of all wells and well logs within the District (Including collecting fees).
- Works with local government entities to ensure implementation of the District's Management and Drought Plans.
- Oversees the monitoring of Stream flows for Desired Future Condition & Drought planning purposes and maintains records of the data.
- Effectively communicates with the public through personal appearances at public events, speeches, and articles in local newspapers regarding goals and objectives of the District.
- Conducts educational programs regarding groundwater and water conservation within the schools of the District.
- Responsible for posting all notices of meetings and hearings required by Law and District Rule.
- Performs on-site inspection of proposed and completed wells, as required, and other inspections deemed necessary by the Board of Directors.
- Prepares monthly, quarterly and other reports for the Board and for planning purposes.
- Prepares for and attends Board meetings.
- Prepares reports as needed for the Regional Water Planning Group, the Groundwater Management Area, the Texas Water Development Board, and/or the Texas Commission on Environmental Quality.
- Works with consultants to establish the Managed Available Groundwater (MAG) and the Desired Future Conditions (DFC) of the aquifer(s) within the District.
- Maintains financial accounts for the District.
- Assist the Board with reviews and/or changes to the District's Management Plan and/or District Rules.
- Actively works with other Districts within the Regional Water Planning Group area and Groundwater Management Area to promote the overall objectives of the Planning Area and to determine the "Desired Future Conditions" of the Aquifers within the District.
- Handles routine correspondence and Drafts correspondence for Board Signatures, as required.

- Works with attorneys on matters pertaining to representation of the District, contested cases, rules development and interpretation, and potential litigation.
- Conducts District elections.
- Serves as Official Keeper of Records for District and Maintains District Files as required.
- Develops, updates and maintains District webpage.
- Prepares IRS Monthly 941 forms and makes deposit and prepares and submits Quarterly IRS 941 reports.
- Prepares Annual IRS W2 forms for staff.
- Performs other assignments as required by the Board of Directors.

**MINIMUM QUALIFICATIONS:**

- Graduation from accredited four-year college or university with a major in geology and/or hydrology, or equivalent work experience preferred.
- Previous supervision of employees preferred. Some financial management experience preferred.
- Experience in developing policy recommendations for local, state, other legislative bodies, governing boards, and/or organizational heads preferred.
- Current Texas Drivers' License required with no related felony convictions and no more than 3 moving violations within the last twelve months.
- Employment history must be provided.
- Must be willing to submit to pre-employment Drug Testing.
- Must be eligible to be Bonded as required by District and Texas Municipal League.
- Must be able to lift and carry minimum of fifty (50) pounds.
- Must consent to a Background Check.

**KNOWLEDGE, SKILLS and ABILITIES:**

- Promotes and represents a positive image as representative of the Real-Edwards Conservation & Reclamation District in appearance, demeanor, and sets an example as a leader in promoting the goals and objectives of the District within the community.
- Ability to effectively communicate orally and in writing; works independently; and exercises sound judgment.
- Good working knowledge of computers and computer software (i.e.: Word processing, spread sheets, etc.).
- Ability to set up and maintain records as needed by the District.
- Leadership skills, including strong judgment regarding people and programs, ability to see trends in the water industry, inspire staff, make difficult and correct decisions, take appropriate risks, and communicate the District's and the Board's vision with the highest standards of ethics and trust.
- Ability to direct and organize program activities.
- Able to demonstrate proficiency at managing multiple priorities in a deadline-oriented environment.
- Must be self-motivated, skilled in working independently.