



## EMPLOYMENT OPPORTUNITY

<b>POSITION:</b>	General Manager
<b>COMPENSATION:</b>	\$110,000 - \$130,000 (commensurate with experience)
<b>BENEFITS:</b>	Competitive health, dental, and vision insurance, life insurance, retirement plan, and paid leave
<b>POSTING DATE:</b>	August 13, 2021
<b>CLOSING DATE:</b>	Open until filled

### JOB SUMMARY

The Barton Springs/Edwards Aquifer Conservation District (District) is a Groundwater Conservation District with jurisdictional area including parts of Travis, Hays, and Caldwell counties. The General Manager (GM) of the District functions as the chief operating officer responsible for managing all District operations to serve the District's mission of conserving, protecting, preserving, and enhancing the aquifers within the District. The GM reports to, and is directed by, the Board of Directors through the Board President and is responsible for the overall operations and day-to-day activities of the District. The primary areas of responsibility include: programmatic planning and administration; stakeholder relations and regional planning; staff management and development; and financial administration.

**ESSENTIAL JOB FUNCTIONS:** Within the primary areas of responsibility, the GM is responsible for the following essential functions:

#### **Board Liaison and Administration:**

- Provide leadership as the liaison between the Board and staff which includes two-way reporting on District operations and making recommendations to the Board;
- Coordinate and prepare information for District Board meetings and public hearings, including reporting on District operations and making recommendations to the Board;
- Ensure quality assurance of District work product and deliverables;
- Provide leadership in advocating for legislation, policies, and regulations that benefit the District's interests;
- Manage and coordinate electoral process for board members including contracts for election services and certification;
- Oversee implementation of employee policy manual;
- Lead the development of the District's Legislative Agenda (Planning and Response)
- Oversee District's outside general and special counsel;
- Develop, maintain, and update the District Management Plan in accordance with state law and requirements and the District Habitat Conservation Plan;
- Ensure the District's Management Plan, policies, rules, and direction of the Board of Directors are implemented effectively and efficiently consistent with the District's mission and statutory purpose;
- Review and revise District Rules, policies, and procedures, as warranted, to respond to evolving District objectives and programmatic needs;

**Financial Administration:**

- Develop, prepare, and maintain an accurate annual financial budget;
- Ensure compliance and implementation of financial management policies and procedures;
- Ensure maintenance and security of financial and contractual records;
- Oversee and manage all District expenditures and the collection of fees and related debits/credits;
- Serve as primary purchasing agent for all equipment and materials;
- Report to the Board periodically on the financial operations and condition of the District;

**Stakeholder Relations and Regional Planning:**

- Develop and maintain cooperative relationships and working partnerships with local, state, and federal agencies, private consultants, constituents, and affiliated organizations with common interests;
- Develop and maintain strong relationships with legislative offices and work cooperatively with elected and appointed officials at all levels of government;
- Participate in business meetings, hearings, legislative sessions, conferences, seminars, boards, panels, regional planning groups, working groups and committees to represent and advocate for the District's interests;
- Participate in the joint planning processes for the relevant aquifers in the District to establish and refine Desired Future Conditions (DFCs) that protect the aquifers and the HCP-covered endangered species;
- Serve as primary District contact for news media, legislators, public officials and citizens acting as necessary for news releases, public service announcements, and dissemination of District information.

**Staff Management and Development:**

- Support the Team Leaders as they provide supervision and direction to the District's program areas (regulatory compliance, aquifer science, administration, and education & outreach teams);
- Hire District staff to achieve programmatic needs within budgetary constraints;
- Plan, assign, and coordinate all employee responsibilities, activities, and daily job duties to provide for programmatic needs;
- Provide oversight and supervision of employees including motivating, disciplining, and firing as warranted;
- Provide input and guidance relative to job performance and administer compensation accordingly within budgetary constraints;
- Provide employees with opportunities for training and professional development related to essential job functions;

## MINIMUM JOB QUALIFICATIONS AND PREFERENCES

- At least ten (10) years of progressively responsible professional work experience managing board or councils, projects, programs, and staff;
- Experience in establishing complex project/organizational budgets and in operating within budget constraints and in financial management;
- Experience with strategic planning including goal setting and tracking;
- Graduation from an accredited four-year college or university with an advanced degree from degree in natural sciences, engineering, public/business administration, leadership or business management, political science, or closely related field is preferred;
- Experience working with elected body and political officials is preferred;
- Experience in government/association/business administration and management;
- Excellent oral and written communication skills, organization skills, research skills, and public speaking skills (ideal candidate will be able to interact well with individuals and groups representing diverse public, personal, and professional interests);
- General knowledge of water resource management issues is preferred.
- A valid Texas driver's license;

## JOB KNOWLEDGE, SKILLS, & ABILITIES

The General Manager position requires:

- Ability to perform all of the essential job functions;
- Substantive experience managing teams and serving in a leadership role.
- Substantive knowledge and understanding of regional environmental issues, especially local water-related topics;
- Substantive knowledge of Texas groundwater laws and policies and associated statutes and rules;
- Substantive experience related to groundwater conservation districts in Texas, in developing policy recommendations to the legislature, local/state governing bodies, planning groups, committees, and/or other water-related organizations,

### TO APPLY:

The District is an equal opportunity employer. All qualified and interested candidates should submit a complete application package including 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 direct mail or email:

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