



Employment Opportunity

Position:	Assistant General Manager
Compensation:	Compensation to be Determined based on Qualifications and Experience
Benefits:	Competitive health care, health savings account, retirement, and paid leave
Posting:	December 15, 2023
Closing Date:	Until COB January 19, 2024

Job Summary: The Assistant General Manager provides additional support of leadership, management, communication, and vision while working closely with the General Manager and Board of Directors to provide reasonable groundwater regulation. This position will serve as the primary point of contact for the district’s communication and outreach while participating in scientific endeavors, strategic planning, reporting and accountability. The position will represent CUWCD at water-related meetings, conferences, and workshops as determined by the General Manager. The Assistant General Manager will assist in developing strategies to streamline operations internally with CUWCD Directors and staff and externally with consultants and all other local entities. Assistant General Manager is supervised by the General Manager.

Required Education: Bachelor’s Degree is desired, or equivalent job-related experience with emphasis on communication, leadership, education, journalism and/or field work with an emphasis on water resources or a related field.

Required Knowledge, Skills, and Abilities:

- Strong computer skills in word-processing, presentation, graphic design, and other special layout design skills.
- Excellent oral and written communication skills, time management skills, and public speaking skills.
- Superior workplace skill in working with others as an equal team member.
- Willingness and desire to cross train in all aspects of the district positions.
- Valid Texas Driver’s license.
- Ability and willingness to travel in the State.
- Ability to lift more than 50 pounds of equipment and supplies.

- Ability and willingness to work evenings and weekends when required.
- Some knowledge of the local geology, environmental concerns, public policy, political subdivisions, and platting authorities.

Essential Functions:

- Serve as an assistant to the General Manager in conducting day-to-day management and acknowledges the importance of the Board's governance role as a political subdivision.
- Serve multiple roles as assigned in Data Base Management, Education Coordination, Media Communication, and areas of planning, reporting and interpretation.
- Design, coordinate, administer, guide, and track education and outreach activities.
- Supervise and mentor contractors, interns, and staff involved in district activities.
- Communicate scientific, technical, and regulatory information to well owners, homeowners, scientists, school students, landowners, and the public.
- Prepare and present aquifer and conservation related presentations to a wide variety of audiences including but not limited to, civic organizations, school classrooms, home school programs, youth groups, local 4-H & FFA programs, Master Naturalists and Master Gardeners.
- Coordinate and/or develop regular press releases, public notices, written articles and solicit attention from print, TV, and radio media for activities.
- Interpret and articulate the policies and rules of the district, if the GM is unavailable on matters concerning the rules or policies of the district and governing legislation such as Texas Water Code, Chapter 36, and Texas Administrative Code.
- Prepare general communication as it relates to the rules and policies of the district and express those in a positive manner to the public and individuals upon inquiries as it relates to the public information act.
- Provide support to district staff, as co-lead, on content management of the district website and said content management of the website.
- Assist other staff as needed in conducting field work such as water level monitoring, pumping tests, water quality sampling, spring discharge & stream flow monitoring, and well inspections/investigations.
- Train, supervise and assist other staff as needed in registering and permitting wells, monitoring monthly production, and collecting and entering information into databases.
- Assists in maintenance of database, preparation of maps & memos as it relates to other GIS data and its interpretation.
- Assist in preparing and/or coordinating preparation and updating of documents such as annual report, management plan, strategic plan, drought management plans, rules, bylaws, etc. as needed.
- Assists in preparation of the annual district budget and tax rate.
- Assists in approving expenditures of the district.
- Assists in preparation of information for District Board meetings and posting of legal notices; ensures proper recording of Board meetings and related actions.
- Assists in coordinating with the County Elections Department to run director elections; ensure proper filing of paperwork and posting of notices.
- Assists in coordinating with District's legal staff and technical consultants on issues as needed.
- Assists in coordinating with other consultants, groups, organizations, governmental agencies, and elected/appointed officials on local, county, state, and federal levels as needed.
- Assists in informing District Board of water related legislation, news, and issues

- impacting the district and groundwater management.
- Develops recommendations for policies and studies regarding protection and management of groundwater and goals consistent with the district's mission.
- Participates in formulating recommendations for the future direction of the district.
- Assist the General Manager in representing the district in all matters outside the district as approved by the District Board.
- Assist the General Manager in representing the district at Groundwater Management Area 8 (GMA8) meetings.
- Assist the General Manager in representing CUWCD & GMA8 at the Brazos G Region Water Planning Group
- Assists in representing the district at Texas Alliance of Groundwater District (TAGD), Texas Water Conservation Association (TWCA), Texas Groundwater Association (TGWA) and the American Groundwater Trust.

Applications:

- Please submit cover letter, Resume/Vitae and a list of references via email or mail to:
 - Clearwater UWCD
Attn: Dirk Aaron daaron@cuwcd.org
P.O. Box 1989
Belton TX 76513
 - The position will stay open until COB, January 19, 2024 or until filled.
 - Selection of finalist for interview determined prior to the first week of February 2024.