



Position Available – Seeking Qualified Candidates

Title

General Manager – Hemphill County Underground Water Conservation District

Location

211 N 2nd Street
Canadian, TX 79014

Compensation

Salary is dependent on experience and qualifications.

Job Summary

The General Manager is the chief executive officer of the Hemphill County Underground Water Conservation District. The position represents and provides leadership and is responsible for all operations, programs, and activities of the district. The GM works with the district’s board to develop and implement policies, plans and programs. Advises and recommends appropriate action to the board on new and emerging issues related to the district’s operations, mission, regulatory mandates, and partnerships. Develops effective and positive working relationships with stakeholders, officials, agency representatives and special interest groups. Plans and promotes research programs and partnerships on a short and long-term basis. Leads a professional staff that focuses on groundwater and administrative accounting, permitting, conservation education, aquifer science, and regulatory compliance programs. Ensures all district activities comply with federal, state, and local statutes. Recommends an annual budget for board consideration and is responsible for budget performance and financial compliance. Acts as the public fund’s investment officer. Responsible for planning programs consistent with the Texas Water Code, District Management Plan and District’s mission.

Essential Functions

- Provide day-to-day leadership and management of district staff and supports the mission and core values of the district.

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| | <ul style="list-style-type: none"> • Supports the board of directors by providing timely, accurate, and up-to-date information on pending actions and implementing board directives. • Provides support to the board through effective collaboration regarding strategic planning, management strategies, and regulatory policies development to provide for the water needs of the stakeholders in the district. • Works closely with other agencies and special interest groups. Makes extensive contact with elected and appointed public officials. • Attends all board meetings and related functions. Works with the board and other public officials to promote the adoption of legislation affecting the district. • Works with other groundwater, water and natural resource districts, trade associations, as well as state and federal agencies to achieve the district's mission. • Foster a success-oriented, professional, accountable environment within the District. |
| <p>Competencies</p> | <ul style="list-style-type: none"> • Leadership • Highly analytical • Strategic thinking • Public policy perspective • Understand of the needs of the district's water user groups • Decision making • Financial management |
| <p>Required Education and Experience</p> | <p>Graduate from an accredited university with a bachelor or post bachelor's degree in public and/or business administration, communication, engineering, geoscience, natural resources management or a closely related field or five years as a manager, or comparable leadership experience with an entity dealing with natural resources, agriculture, or a related resource field.</p> |

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| <p>Preferred Education and Experience</p> | <ul style="list-style-type: none"> • Five years as a general manager, assistant general manager, or department manager with experience in groundwater management, or a related resource field. • Thorough understanding of groundwater management or related water resources field. • State water planning and legislative experience. • Experience in planning, budgeting, and supervising a professional staff. • Ability to exercise initiative, independent judgment, and responsibility. • Valid driver’s license and ability to operate a motor vehicle. |
| <p>Additional Eligibility Qualifications</p> | <ul style="list-style-type: none"> • Strong analytical and problem-solving skills. • Desire for challenging work with the ability to make a difference. • Ability to provide strong management and leadership skills, and exercise decision-making skills. • Possess personal qualities of integrity, credibility, and commitment to the district’s mission. |
| <p>Work Environment</p> | <p>This job operates in a professional office environment. This role routinely uses standard office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> |
| <p>Physical Demands</p> | <p>Job performance requires long workdays, irregular work hours frequently totaling more than 50 hours per week with high levels of stress due to short deadlines, special interest groups and executive requirements. Job performance also requires limited exposure to rough terrain such as brush, rocks, agriculture and industrial operations, or hills, and may include some exposure to hazards. The job requires moderate overnight travel away from the district within Texas.</p> |

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| Work Schedule | This is a full-time, salaried position. Typically, a forty-hour workweek can involve late hours of work as well as duty on an irregular timetable. Typical office hours are 8:00 AM to 5:00 PM. |
| Travel | Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be required. This position is officed at the Hemphill County Underground Water Conservation District in Canadian, TX; however, travel and remote working will be required as needed. |
| AAP/EEO Statement | The Hemphill County Underground Water Conservation District is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. The district is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at the district are based on district needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. HCUWCD will not tolerate discrimination or harassment based on any of these characteristics. |
| Other Duties | Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. |

Resumes can be sent by email to: info@hemphilluwcd.org

Resumes will be accepted until August 28, 2023

Resumes can also be sent by mail to: Hemphill County UWCD
 PO Box 1142
 Canadian, TX 79014

Any questions about the position can be directed to Janet Guthrie (806) 323-3063

More information about the district can be found on the website www.hemphilluwcd.org