



SOUTHEAST TEXAS GROUNDWATER CONSERVATION DISTRICT

EMPLOYMENT OPPORTUNITY

Assistant General Manager

Position Summary

The Assistant General Manager (“AGM”) is a **leadership development position** designed to support the General Manager and Board of Directors while preparing the selected candidate to assume the role of General Manager within approximately 5 years.

This role provides hands-on experience across field operations, regulatory administration, public engagement, and strategic leadership, with a structured increase in responsibility over time. The AGM will initially function in a support capacity and will progressively transition into a primary operational and leadership role accountable to the Board of Directors.

Compensation & Benefits

- Salary: \$45,000 – \$60,000 (commensurate with experience)
 - Benefits: Health care, retirement (TCDRS), paid leave
 - Status: Full-time | Open until filled
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Education & Experience

- Bachelor’s Degree (preferred) in water resources, environmental science, public administration, or related field
- OR**
- Equivalent combination of relevant education and work experience
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Core Competencies (Preferred)

- Working knowledge of groundwater resources and Texas Water Code (Chapter 36 preferred)
 - Familiarity with groundwater conservation districts and public-sector governance
 - Strong communication and public speaking skills
 - GIS, database, and general computer proficiency
 - Understanding of local geology, environmental issues, and public policy
 - High initiative, accountability, and willingness to learn all aspects of District operations
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Key Responsibilities

1. Field & Operational Execution (Primary – Early Stage)

- Conduct field activities:
 - Water level monitoring
 - Subsidence CORS station data collection and maintenance
 - Well inspections and investigations
 - Assist with well permitting, registration, and production tracking
 - Maintain and manage operational databases
 - Support website content and public information responses
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2. Public & Stakeholder Engagement

- Communicate technical and regulatory information to landowners, well owners, and the public
 - Represent the District at meetings, workshops, and outreach events (as assigned)
 - Support development of clear, accurate, and professional public messaging
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3. Administrative & Regulatory Support

- Assist in preparation of:
 - Board meeting materials
 - Public notices
 - Annual reports and management plans
 - Coordinate with:
 - Legal counsel
 - Technical consultants
 - Local, regional, and state agencies
 - Support Public Information Act compliance and documentation
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4. Strategic & Policy Development (Mid to Late Stage)

- Participate in:
 - Budget development and financial planning
 - Strategic planning initiatives
 - Policy evaluation and recommendations
 - Monitor and report on:
 - Water-related legislation
 - Regional groundwater planning activities
 - Assist in representing the District at:
 - Groundwater Management Area (GMA) meetings
 - Regional Water Planning Groups
 - Texas Alliance of Groundwater Districts (TAGD)
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5. Leadership & Organizational Development

- Build and maintain relationships with:
 - Permit holders and producers
 - Local governments and elected officials
 - Regional and state water organizations
- Identify opportunities to improve internal processes and operational efficiency
- Gradually assume increased responsibility for coordination and decision support

Minimum Requirements

- Valid Texas Driver's License
- Ability to lift 50 lbs
- Ability to travel within Texas

Applications:

- Please submit cover letter, resume/vitae and a list of references via email or mail to:
 - Southeast Texas Groundwater Conservation District
Attn: John Martin: Jmartin@setgcd.org
P.O. Box 75
Evadale, TX 77615