Guadalupe County Groundwater Conservation District

200 N. Austin St., Suite # 301
Seguin, TX 78155
www.gcgcd.org

JOB POSTING

Position: Administrative Assistant

Full-time
Salary: $48,000/year
Benefits: TCDRS (Texas County & District Retirement System); Eligible for health insurance with Dental & Vision
Posting: Until filled

The Guadalupe County Groundwater Conservation District (GCGCD) is seeking an Administrative Assistant to provide a broad range of administrative support to ensure organizational effectiveness and efficiency of the District, as well as to promote the Mission of the District through education and outreach efforts.

This position will report directly to the General Manager. All work will be conducted under the mission of promoting conservation, preservation, protection, and prevention of waste of groundwater with a focus on the aquifers located within the District's boundary.

The ideal candidate is a highly organized, self-motivated, and independent worker, capable of multi-tasking. The ideal candidate possesses strong communication skills, both verbal and written, and is comfortable with public speaking.

Essential Duties:
- Perform general, day-to-day operational office duties.
- Assist the General Manager with scheduling, drafting agendas, minutes of meetings, meeting materials, and other documents with an emphasis on accuracy.
- Compile monthly rainfall and production data [graph/chart as applicable] and prepare reports for inclusion in Board Packets and for display at monthly board meetings.
- Assist the public with permit applications under the guidance of the General Manager.
- Assist with A/V (multiple platforms) during monthly board meetings and other virtual conferences.
- Perform data entry as needed to maintain current and accurate District records.
- Maintain and organize records to ensure compliance with applicable records management requirements.
- Assist with special projects as assigned by the General Manager.

- Work to increase knowledge of local geology, aquifers, District Rules and policies, District programs, databases, applications, and scientific studies to provide effective communication with the public.

Additional Responsibilities: **Education & Outreach**
- Create educational presentations in accordance with GCGCD Management Plan's goals and objectives, the District's Mission, Rules, Texas Water Code Chapter 36, and District policies.
- Engage with the community by attending events and presenting educational information at various speaking engagements for the purpose of promoting conservation and the District's management of the aquifers.
- Assist with developing educational outreach materials by designing infographics and content for both digital and print dissemination via the District's website, newsletters, and pamphlets in accordance with the District's Management Plan.

Education:
Bachelor's degree: science, environmental studies, or other related fields preferred.

Required Skills:
Proficiency with Microsoft Office applications: Word, Excel, PowerPoint, Outlook

Preferred Skills and Qualifications:
- Knowledge of Texas groundwater conservation districts, groundwater policy, science, and management
- Experience with software applications for graphic design: Canva, etc.
- Interest in conservation and career growth opportunities with the Guadalupe County Groundwater Conservation District

Additional Information:
This position is performed primarily in an office environment with frequent, local trips related to essential job functions and occasional trips to off-site meetings and events. Travel in personal vehicle will be required for regular errands related to job functions.

To learn more about the Guadalupe County Groundwater Conservation District, visit our website at www.gcgcd.org.

To Apply:
Qualified candidates should submit a resume with a cover letter to:
Kelley Cochran, General Manager @

GM.GCGCD@gmail.com Subject line: **Administrative Assistant position**