



PECAN VALLEY GROUNDWATER CONSERVATION DISTRICT
1009 N. Esplanade St., Cuero, TX 77954

JOB POSTING

Position: General Manager
Compensation: Salary Commensurate with Experience; Benefit Package
Posting Date: April 22, 2026
Closing Date: Applications accepted until qualified applicant is selected

POSITION DESCRIPTION

The General Manager is responsible for management of the District office, personnel, funds, policies, and programs as directed by the Board of Directors and District Management Plan. The General Manager is an at-will employee. The General Manager's duties include, but are not limited to the following:

- Interprets the policies and rules of the District – The General Manager is the primary representative for the District on matters concerning the rules and/or policies of the District and governing statutes such as Texas Water Code, Chapter 36. It is the responsibility of the General Manager to see that the rules and policies of the District are expressed to the general public and staff
- General administrative agent responsible for the design, development and implementation of policies approved by the Board of Directors
- Provides guidance to the District in dealing with management issues and policies related to water rights, groundwater supply, and overall protection of groundwater resources
- Conducts field work such as water level monitoring, water quality sampling, well inspections, and investigations. Approves water well registrations and permits
- Hires, at direction from Board, trains, supervise and assist staff as needed
- Oversees registering and permitting wells, monitoring quarterly production, and collecting and entering information into Halff database
- Develops and maintains extensive relationships with producers, local government entities, elected officials, and other stakeholders to ensure successful protection of groundwater resources
- Develops and maintains relationships with affiliated water agencies including but not limited to:
 - Texas Water Development Board (TWDB)
 - Regional Water Planning Groups (Region L),
 - Groundwater Management Area 15 (GMA 15)
 - Texas Alliance of Groundwater Districts (TAGD)
 - Texas Commission on Environmental Quality (TCEQ)
 - Texas Railroad Commission
 - Texas Department of Licensing and Regulation (TDLR)
- Prepares and updates documents and policies, such as annual report, management plan, drought management plans, rules, policies, bylaws, etc., as needed
- Manages District finances and prepares and monitors annual District budget and assists in development of tax rate
- Responsible for overseeing all income and expenditures of the District are documented in QuickBooks
- Coordinates preparation of information for District Board meetings and posting of legal notices; ensures proper recording of Board meetings and related actions
- Coordinates with District's legal counsel and technical consultants on issues as needed
- Oversees and approves education and outreach programs and materials provided to the general public and area schools, including update and maintenance of website
- Oversees maintenance of database

- Informs District Board of water related legislation, news, and issues; develops recommendations for policies and studies regarding protection and management of groundwater
- Makes recommendations for future direction of the District
- Represents the District in all matters outside the District, as approved by the District Board
- Conducts District elections, in coordination with the County Elections Administrator
- Serves as Official Keeper of Records for District and maintains District files as required
- Maintain a water well registry in Halff database of existing and newly constructed water wells located within the District
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree in environmental sciences preferred; may consider Bachelor's degree in business or governmental administration. Work experience may be considered as an equivalent qualification in lieu of Bachelor's degree
- Knowledge of groundwater resources, geology, water production, or science preferred
- At least five years' experience in the fields of environmental science, geology, hydrology or local government administration
- Experience in financial management, including budgeting and accounting
- Strong organizational and communication skills are required, both written and verbal
- Ability to exercise initiative, judgment, and personal responsibility
- Public relations skills
- Ability to perform office and fieldwork in varying types of weather
- Must possess leadership skills; must be creative and self-motivated with the ability to direct and organize program activities and motivate staff
- Must have research and analytical skills
- Above average knowledge of computer programs, including Microsoft Office applications and QuickBooks
- Must possess a working knowledge of water wells and State of Texas regulations for water wells and water well drillers, or ability to learn
- Must be eligible for a fidelity bond
- Must be able to pass a background check
- Must be able to work evenings and weekends on occasion

COMPENSATION:

- Commensurate with qualifications and experience
- Health insurance
- Participation in Texas County and District Retirement System
- Vacation - 80 Hours annually (after one year of employment)
- Sick Time
- Paid holidays

CERTIFICATES AND LICENSES REQUIRED:

- Valid Texas driver's license, with acceptable MVR

Application Process:

The Pecan Valley GCD is an equal opportunity employer. All qualified and interested candidates should submit the employment application, their resume and a cover letter describing how they are best qualified for this position.

Submit via direct mail, in-person or email:

Pecan Valley Groundwater Conservation District
 1009 N. Esplanade St.
 Cuero, TX 77954
 (361) 275-8188
 Email to: director@pvgcd.org



Pecan Valley Groundwater Conservation District
1009 N. Esplanade St.
Cuero, Texas 77954

Applications can be submitted by USPS, in-person, or e-mail to:
director@pvgcd.org

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____