

Office Manager

The Central Texas Groundwater Conservation District is accepting resumes for the position of
Office Manager

Job Summary:

The Central Texas Groundwater Conservation District (District) is a groundwater conservation district covering Burnet County. The Office Manager supports the District's administrative, office, and financial management responsibilities. Duties include, but not limited to, data entry and management of well permits, interaction with the general public, employee payroll, annual and quarterly financial reporting, website maintenance and general office work. The position would be expected to receive training and become a District public funds investment officer, and elections officer. The position works directly under the General Manager.

Job Description:

- Perform general administrative tasks, including answering phone calls, responding to emails and voicemails, processing mail, paying invoices, maintaining files, and ordering office supplies
- Prepare correspondence, public notices, meeting agendas, outreach materials, and other documents using correct formatting, grammar, spelling, and punctuation
- Perform biweekly staff payroll duties and submit quarterly and annual payroll tax reports
- Maintain and organize records and ensure compliance with applicable records management requirements
- Maintain District Website
- Enter and interpret data using the District online databases and Microsoft Office Suite
- Quickly become knowledgeable of District Rules and Management Plan
- Interact with external agency representatives, stakeholder groups, and individuals representing diverse public, personal, and professional interests
- Help in the development of public information and education on current groundwater trends, research and demonstration projects
- Work directly under the General Manager and perform tasks as requested

Preferred Qualifications:

- Graduation from accredited high school required or GED equivalent
- Bachelor's Degree or beyond is preferred.
- Knowledge and understanding of QuickBooks
- Knowledge and understanding of Website Design
- GIS, mapping, and data analyzing skills, ability to work with various computer programs including databases, Word, Excel, and Outlook is highly preferred
- Must possess personable nature to work with the public and staff
- Excellent communication skills are required, both written and verbal
- Strong organizational skills and attention to detail
- Knowledge of groundwater districts, water agencies, water suppliers, water systems, and cities is desired, but not required
- A valid Texas Driver's License
- Licensed Notary or willingness to become licensed as such.

Physical and Other Requirements:

- This job is performed primarily in an office environment with some outings for notice postings, supplies, and mailings
- Must be able to work full time, 40 hours weekly
- On rare occasions, evening or weekend work may be required

Benefits:

- Salary range \$25-35/ hr. Salary based on qualifications and experience
- Paid holidays
- Generous Retirement Plan with District matching
- Paid vacation and sick leave
- Health, Dental and Vision insurance

To Apply: Email resume and cover letter to Mitchell Sodek, CTGCD General Manager, sodek@centraltexasgcd.org. Selected candidates may be contacted for interviews.