POSITION: Assistant General Manager (Full-time with benefits)

HOURS: This position requires 40 hr/week

JOB DESCRIPTION: The BSEACD is seeking an Assistant General Manager (AGM) to support the District’s regulatory program and policy objectives by coordinating the implementation of day-to-day management of activities which includes coordination of the District’s Habitat Conservation Plan, Management Plan and coordination of the District’s regulatory program. The AGM provides leadership and oversight of the District’s regulatory affairs which includes policy development and legislative analysis, permitting activities, conservation initiatives, drought management, compliance enforcement, rulemaking, rule and well construction standard interpretation, well inspections, and well plugging/drilling activities in the District.

ESSENTIAL JOB FUNCTIONS: To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described.

Management of Regulatory Affairs

- Ensure the District’s Management Plan, policies, rules, and direction of the Board of Directors are implemented effectively and efficiently consistent with the District’s mission and statutory purpose;
- Interpret, review, and provide oversight in developing rules, fee schedule, policy, and technical standards consistent with Board direction, annual management plan objectives and strategic planning goals;
- Develop, maintain, and update the District Management Plan in accordance with state law and requirements and the District Habitat Conservation Plan;
- Manage the review and development of District rules, policies, and procedures, as warranted, to respond to evolving District objectives and programmatic needs;
- Provide support and expert testimony on high profile permit decisions;
- Provide support and oversight to Regulatory Team by providing guidance and direction on enforcement compliance matters, complex permit requests and investigations;
- Develop and compile annual reports to satisfy regulatory requirement for management plan annual report and USFWS (HCP) annual reporting;
- Ensure the District complies with the Incidental Take Permit by implementing the District’s Habitat Conservation Plan and in accordance with the Interlocal Agreement with the City of Austin;
- Provide legal support and testimony related to permit evaluations, permit provisions and staff recommendations;
- Provide leadership in tracking and analyzing legislative initiatives that affect the District’s interests;

EMPLOYMENT OPPORTUNITY

POSTING DATE: 2/5/2020 CLOSING DATE: Open Until Filled

POSITION: Assistant General Manager

STARTING RATE: $75,000 - $80,000

WORKPLACE LOCATION: 1124 Regal Row, Austin, TX 78748

TO APPLY: Qualified and interested parties must submit a resume and cover letter describing your interest and qualifications for the position.
• Interact with other agencies on program matters; makes recommendations for the improvement in regulatory processes related to responsible programs;
• Prepare information and reports for board committees and board meetings; conduct workshops;
• Communicate regularly with the General Manager keeping them informed of regulatory activities and compliance matters that impact the development of plans and programs;
• Represent the District at conferences and associations (TAGD, TWCA)
• Facilitate stakeholder discussions and meetings; prepare agendas, minutes, information and reports for external meetings;
• Develop and maintain cooperative relationships and working partnerships with local, state, and federal agencies, private consultants, constituents, and affiliated organizations with common interests; and
• Participate in business meetings, hearings, legislative sessions, conferences, seminars, boards, panels, regional planning groups, working groups and committees to represent and advocate for the District’s interests.

**Oversight of Regulatory Compliance Team**

• Reviews and approves the development of the team budget;
• Provides oversight and performance review feedback of Regulatory Compliance team members which includes: Ensuring quality assurance of program area tasks, work products and deliverables, providing input and guidance relative to job performance, and providing input and guidance to employees regarding opportunities for training and professional development related to essential job functions;
• Manages daily operational activities associated with permitting functions and well construction; coordinates and/or conducts investigations in support of assigned projects;
• Oversees the review, evaluation and processing of multiple types of permit applications for registrations, drilling authorizations, groundwater production, and enforcement compliance matters;
• Provides technical assistance and regulatory guidance to drillers, permittees, external governmental agencies, community organizations, or the general public for activities associated with groundwater permitting and well construction activities;
• Interacts with other agencies on program matters, maintains relevant databases and forms, and makes recommendations for the improvement in processes related to responsible programs; and
• Reviews and revises District rules, policies and procedures, as warranted, to respond to evolving District objectives and programmatic needs.

**Shared Management Duties:**

**Policy Development and Strategic Planning**

• Develop and implement new policies, programs, procedures and District rules in response to legislative statues, legal precedents, and an evolving permitting program.
• Oversee the development of the goals, strategies and implementation of the District’s Strategic Planning efforts.

**Joint Planning: GMA, DFC Planning**

• Participate and represent the District in the joint planning processes for the relevant aquifers in the District to establish and refine Desired Future Conditions.
• Coordinate with the staff and Board on the timelines, goals, and discussions of the GMAs.
• Coordinate the District’s contributions of explanatory report content.
PREFERRED QUALIFICATIONS

- A Bachelor’s degree in Environmental Science, Water Resources Management, Environmental Policy, Public Administration, Geography, Geology, Hydrology, or closely related field plus a minimum of five years of progressive responsibility of which two years must be related to water resource management; or a Master’s degree plus three years of progressive responsibility;
- Knowledge of groundwater policy, Texas groundwater law, water code and environmental regulations;
- Knowledge of groundwater water quality sampling, monitoring, analysis, and inspections;
- Knowledge of local geology, environmental concerns, public policy, and local ordinances and policies;
- Skill in working with databases, queries, reports, GIS programs;
- Skill in analytical methods and the ability to develop alternative solutions and to complete projects; develops sound, innovative and cost-effective solutions related to technical and policy issues;
- Skill in establishing and developing work plans with goals, objectives, priorities and timelines for achieving milestones or producing team deliverables; and
- Ability to develop and implement new policies, programs, procedures and District rules in response to legislative statutes, legal precedents, and an evolving permitting program.

PHYSICAL AND OTHER REQUIREMENTS

The Assistant General Manager must be able to work outside in all weather conditions and carry heavy equipment or supplies in excess of 50 lbs. The office work location is the District’s office in far south Austin, near Manchaca, and candidate must be able to arrive at work on time and remain in the office or field until the workday is complete. Candidate must have a valid Texas driver’s license.

TO APPLY:

Resumes and cover letters can be sent via email:
BSEACD
Attn: Dana Wilson
1124 Regal Row
Austin, Texas 78748
dana@bseacd.org