

Lost Pines Groundwater Conservation District
317 E Hempstead St.
Giddings, TX 78942

Tax ID Number 74-2955722

Phone: 512-360-5088

FAX: 512-360-5448

Email: lpgcd@lostpineswater.org

Web Site: www.lostpineswater.org

Elvis Hernandez, General Manager

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|---------------------------|--|
| Position: | General Manager |
| Compensation: | Commensurate with qualifications and experience (\$105,000-\$135,000) |
| Benefits: | Health, dental, and vision insurance, paid leave, retirement |
| Posting Date: | September 22, 2025 |
| Deadline to Apply: | October 31, 2025 |

JOB SUMMARY

The Lost Pines Groundwater Conservation District (District) is a Groundwater Conservation District with jurisdictional area including Bastrop and Lee counties. The General Manager (GM) of the District functions as the chief operating officer and is responsible for managing all District operations to serve the District’s mission of conserving, protecting, preserving, and enhancing the aquifers within the District. The GM reports to, and is directed by, the ten -member Board of Directors through the Board President and is responsible for the overall operations and day-to-day activities of the District. The primary areas of responsibility include: programmatic planning and administration; stakeholder relations and regional planning; staff management and development; financial administration, and aquifer science and protection.

ESSENTIAL JOB FUNCTIONS: Within the primary areas of responsibility, the GM is responsible for the following essential functions:

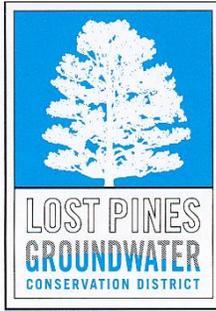
Board Liaison and Administration:

- Provide leadership as the liaison between the Board and staff which includes two-way reporting on District operations and making recommendations to the Board;
- Coordinate and prepare information for District Board meetings and public hearings, including reporting on District operations and making recommendations to the Board;
- Ensure quality assurance of District work product and deliverables;
- Provide leadership in advocating for legislation, policies, and regulations that benefit the District’s interests;

Board of Directors

Kathryn Rogers President, Michael Simmang Secretary-Treasurer

Thomas Arsuffi, Melissa Cole, Herbert Cook, Nancci Phillips-Burgess, Debra Phillips, Sheril Smith, Nick Textor



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- Serve as an ex-officio member of regular and ad hoc committees on matters related to functions listed; attending meetings, responding to committee requests for assistance, facilitating meeting, and delivering info and data related to requests in a timely manner;
- Oversee implementation of employee policy manual and updates as appropriate;
- Oversee District's outside general and special counsel;
- Develop, maintain, and update the District Management Plan in accordance with state law and requirements;
- 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;
- Review and revise District Rules, policies, and procedures, as warranted, to respond to evolving District objectives and programmatic needs;
- Participate in training sessions and seminars to develop job skills, maintain awareness of current water district issues, assure compliance with state requirements and policies.
- Administrate all well application processing and permitting which includes determination of "administratively complete", permit hearings, aggregated permits, variance requests, and all other potential issues that might arise within the permitting process.

Financial Administration:

- Develop, prepare, and maintain an accurate annual financial budget;
- Ensure compliance and implementation of financial management policies and procedures as supported by the District bookkeeper and Office Manager;
- Ensure maintenance and security of financial and contractual records;
- Oversee and manage all District expenditures and the collection of fees and related debits/credits as supported by the District bookkeeper;
- Serve as primary purchasing agent for all equipment and materials that exceed staff purchasing limits; familiarity with and adherence to all governmental purchasing practices;
- Report to the Board during monthly meetings on the financial operations and condition of the District;

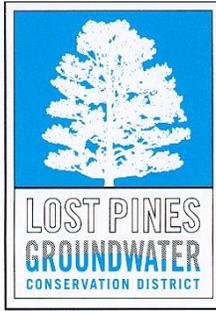
Stakeholder Relations and Regional Planning:

- Develop and maintain cooperative relationships and working partnerships with local, state, and federal agencies, private consultants, constituents, and affiliated organizations with common interests;
- Develop and maintain strong relationships with legislative offices and work cooperatively with elected and appointed officials at all levels of government; and provide leadership in advocating for legislation that benefits the District's interests;
- 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;
- Participate in the GMA 12 joint planning processes for the relevant aquifers in the District to establish and refine Desired Future Conditions (DFCs) that protect the aquifers;

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- Serve as primary District contact for news media, legislators, public officials, and citizens acting as necessary for news releases, public service announcements, and dissemination of District information.

Staff Management and Development:

- Hire District staff to achieve programmatic needs within budgetary constraints and long-term- fiscal sustainability;
- Plan, assign, and coordinate all employee responsibilities, activities, and daily job duties to provide for programmatic needs;
- Oversee and supervise employees, including motivating, disciplining, and terminating when necessary;
- Provide input, guidance, and annual evaluations relative to job performance and administer compensation accordingly within budgetary constraints;
- Provide employees with opportunities for training and professional development related to essential job functions;

Aquifer Science & Protection

- Supervising and directing subordinate professional and technical contractors in executing various geologic activities and hydrogeologic investigations;
- Oversee and maintain an aquifer monitoring system. Measurement of water levels and collection and analysis of water quality samples, determination of groundwater withdrawals and recharge;
- Monitoring and inventorying of potential hazards such as abandoned wells, development well construction and other potential hazards;
- Work with private water well drilling companies and landowners to ensure compliance with District rules in well development well spacing, GPS location, etc.;
- Work with area farmer irrigators to achieve water efficiency;

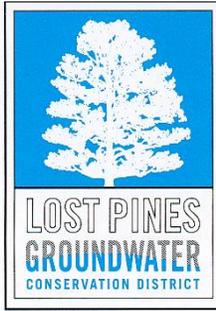
MINIMUM JOB QUALIFICATIONS AND PREFERENCES

- At least ten (10) years of progressively responsible professional work experience managing board or councils, projects, programs, and staff;
- Experience in staff management and knowledge of human resource law;
- Experience in establishing complex project/organizational budgets and in operating within budget constraints and in financial management;
- Experience with strategic planning including goal setting and tracking;
- Graduation from an accredited four-year college or university with a degree in natural sciences, engineering, public/business administration, leadership or business management, political science, or closely related field is preferred. Advanced degree preferred but not required;
- Experience working with elected body and political officials is preferred;
- Experience in government/association/business administration and management;

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- Excellent oral and written communication skills, organization skills, research skills, and public speaking skills (ideal candidate will be able to interact well with individuals and groups representing diverse public, personal, and professional interests);
- General knowledge of water resource management issues, including Texas groundwater, is preferred;
- Residing within the boundaries of the District preferred;
- A valid Texas driver's license;

JOB KNOWLEDGE, SKILLS, & ABILITIES

The General Manager position requires:

- Ability to perform all of the essential job functions;
- Substantive experience managing teams and serving in a leadership role;
- Substantive knowledge and understanding of regional environmental issues, especially local water-related topics;
- Substantive knowledge of Texas groundwater laws and policies and associated statutes and rules;
- Substantive experience related to groundwater conservation districts in Texas, in developing policy recommendations to the legislature, local/state governing bodies, planning groups, committees, and/or other water-related organizations;
- General understanding of lab and chemistry procedures and groundwater modeling;
- Ability to work outdoors as needed in various weather conditions, ability to lift at least 50 pounds without assistance;
- Willingness to do field work as needed, for well water quality sampling and water level measures, independently or as part of a team;
- Ability to drive personal or District vehicle and maintain an acceptable driving record;
- Work in a non-smoking office.

COMPENSATION AND BENEFITS

- Salary: \$105,000.00-\$135,000.00 (commensurate with experience);
- Health, dental, and vision insurance;
- Retirement plan;
- Vacation and paid leave.

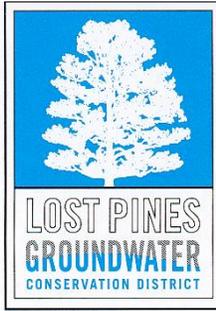
TO APPLY:

Applications shall be accepted until October 31, 2025. The District is an equal opportunity employer. All qualified and interested candidates should submit a complete application package including their 1) resume, 2) a one-page cover letter describing in narrative form how they are best qualified for this

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position, and 3) contact information for three professional references. Submit the application package with the Subject: GM Vacancy via email or direct mail to:

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