



# Hays Trinity Groundwater Conservation District

*"promoting conservation, preservation, recharge & prevention of groundwater waste within western Hays County"*

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Tel: 512-858-9253    Fax: 512-858-2384  
www.haysgroundwater.com

**Position:** Office Administrator

**Hours:** Half Time

**Salary:** Commensurate with experience and qualifications

**Benefits:** Full employee medical, dental, and vision, and paid holidays

**Posting:** Until filled

## **Job Description Summary**

Responsible for maintaining continuity of services within the office, as well as several duties, including but not limited to bookkeeping, records management, social media management, and assisting with information technology and human resources. The Office Manager will serve as a liaison between the public, other agencies, and the District. The position requires a great deal of multi-tasking, and an ability to prioritize time demands. The Office Administrator will need to accomplish tasks necessary to keep the office in regulatory compliance. The Office Administrator will work under the supervision, training, and guidance from the Assistant General Manager concerning daily tasks and report directly to the General Manager. There will be occasional local travel for meetings, conferences, training, etc.

## **Essential Job Functions:**

- Assist with HTGCD financial records, annual audits, and bookkeeping.
- Assist with data and materials required for monthly Board Meetings, including generating financial reports, assembling Board packets, and keeping meeting minutes.
- Assist with processing mail, paying bills, running reports, and updating entries into QuickBooks.
- Maintaining and organizing District records, and assisting with records management policy compliance.
- Receiving and processing registration application fees and water connection fees.
- Assisting in the administration of Employee Health Information and benefits.
- Receiving and completing public information requests.
- Responding to public inquiries in the form of phone calls, emails, or walk-ins.
- Assist with updates to the HTGCD website and social media accounts.
- Assist in maintaining the District calendar of events.
- User account setup and maintenance: Windows, website, email, server, and social media.
- Assist in the management of software licenses and accounts.
- Performing other clerical, administrative, and bookkeeping tasks as assigned.

## **Minimum Qualifications:**

- Proficient Book-keeping skills and QuickBooks experience
- Proficient in Microsoft Office: Outlook, Word, Excel, PowerPoint, and Access
- Must have strong verbal and written communication skills and strong organizational skills.
- Valid Class "C" Texas Driver's License.

## **Preferred Qualifications:**

- Some experience in Human Relations, Information Technology, Social Media, and Website Management.
- Ability to exercise initiative, independent judgment, and responsibility.
- A genuine desire to promote the District and its objectives to the public.

## **To Apply:**

Email resume and cover letter to Charlie Flatten, HTGCD General Manager, [gm@haysgroundwater.com](mailto:gm@haysgroundwater.com). Selected candidates will be contacted for interviews.