

Position: **Administrative Assistant**

Hours: Full Time

Salary: Commensurate with experience and qualifications

Benefits: Full employee medical (dental and vision) and paid holidays

Posting: Until filled

The **Hays Trinity Groundwater Conservation District** (HTGCD) is seeking qualified candidates to work in western Hays County for the position of Administrative Assistant. Work will involve mainly office duties with some night and occasional weekend duty. You will work under the supervision, training and guidance from the Office Administrator concerning daily tasks and report directly to the General Manager. This position will work to support the District's mission to conserve, protect, and enhance the groundwater resources of the HTGCD.

This position requires a great deal of multi-tasking, and an ability to prioritize demands of your time. You will need to accomplish your tasks necessary to keep the office in regulatory compliance. There will be local travel to meet with permit holders, drilling companies etc. as demands and priorities of the job dictate.

Minimum Requirements:

Proficient in Microsoft Office: Outlook, Word, Excel, PowerPoint
Typing Proficiency, 65 WPM

Specific duties and tasks shall include and may not be limited to:

- General administrative assistance to General Manager
- Being a liaison with the public
- Assisting in responding to public inquires, phone calls, emails or walk-ins
- Receiving and completing public information requests
- Working with drilling companies or landowners to ensure compliance with HTGCD well construction rules
- Receiving, administrating and granting new and existing well registration applications and fees
- Receiving and administrating water connections and fees
- Reconcile well registrations to State Well Reports for accuracy and compliance
- Compliance of Operating Permit quarterly reports including creating notice of violation letters
- Assist with maintaining water level data
- Assist with data and materials required for monthly Board meetings to include keeping meeting minutes
- Assist with updates to the HTGCD website
- Assist with processing mail, paying bills, running reports and updating entries in QuickBooks
- Assist by stocking office supplies
- Perform other clerical, administrative and book-keeping tasks as assigned

TO APPLY: Qualified candidates must email resume and cover letter to:

Rick Broun, HTGCD General Manager
Manager2@haysgroundwater.com

No phone calls. Selected candidates will be contacted for interviews