

# **Headwaters Groundwater Conservation District**

## **Job Description – Administrative Assistant**

### **Non-Exempt Position**

1. Assist and provide administrative support to the General Manager and Assistant General Manager, in all District functions.
2. Receive and assist well applicants, well drillers, and general public in person and by phone in a courteous and professional manner.
3. Record and communicate detailed phone messages, as applicable.
4. Communicate activities and details pertaining to the business of Headwaters GCD with the General Manager and all other HGCD staff.
5. Assist well applicants in filling out HGCD Forms and Applications to drill, alter, and register groundwater wells.
6. Inspect & process newly submitted well applications, and provide copies to the Groundwater Technician for their site inspection processes.
7. Process new well applications for final approval, after each initial site inspection has occurred. Ensure each well application meets all HGCD standards as stated on the application. Ensure each well application meets all HGCD current policies and District Rules. Communicate new well approvals, to include: Mailing an approval packet to the new well owner, notifying the designated driller to pick up the related well kit, and notifying the designated pump installer via US mail, email, or both.
8. Responsible for maintaining the accuracy of the Well Database, to include entering new and existing well information.
9. Responsible for mapping & maintaining well data within the boundaries of Kerr County, as well as incorporating updated KCAD & CCN Boundary shapefile data into ArcGIS Pro and on ArcGIS Online.
10. Complete follow-up work on pending well files until they are administratively complete and can then be moved to their place within the permanent well files.
11. Responsible for scheduling all District Meetings.
12. Assist the General Manager and Assistant General Manager in preparing the Board Meeting Agendas and the related Directors' Board Books. Responsible for communicating each Board Meeting Agenda to the Board of Directors in accordance with the Texas Open Meetings Act.
13. Attend Board Meetings, document the meeting actions, and prepare the related Meeting Minutes.
14. Responsible for assisting the General Manager and Assistant General Manager with the Permitted Well processes, to include New Permits and Permit Renewals.

15. Assist in maintaining financial files and documents.
16. Process all incoming bills & invoices in Quick Books.
17. Maintain and update all HGCD forms and make available for public and staff use.
18. Maintain and operate office equipment; order necessary office supplies, contact copier repairman, etc.
19. Work under the guidance of and to be supervised directly by the General Manager and the Assistant General Manager. Will be expected to self-initiate in completing task and exercise independent judgment in making decisions in compliance with District Rules and Policies.
20. This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.