

**Administrative Assistant
Position**

The Headwaters
Groundwater Conservation
District is currently
accepting resumes for a
full-time Administrative
Assistant position.

Computer experience &
positive interpersonal skills
are necessary. Must be
detail-oriented, organized,
and task-oriented. Must be
capable of understanding
and administering District
Rules & State laws.

References will be
verified. Background
check & drug-screen will
be required. Job
description is available at
www.hgcd.org.

Please send resumes to:
Monica Thibodeaux,
Assistant General Manager
Headwaters GCD
125 Lehmann Dr, Suite
202 Kerrville, TX, 78028
Or Email to:
monica@hgcd.org