

CHAMBERS-LIBERTY COUNTIES NAVIGATION DISTRICT

211 Miller Street
P.O. Box 518
Anahuac, Texas 77514



Phone: (409)267-3541
Fax: (409)267-4042
Website: www.clcnd.org

August 25, 2021

POSITION AVAILABLE

Job Title: District General Manager
Annual Salary: Commensurate with experience.
Application Period: Open until filled

JOB SUMMARY

The District General Manager manages all District operations to provide protection to existing canal operations, navigation, conservation, and water rights. The District General Manager also provides assistance to the Board of Directors, support for professional and technical staff, and manages all District activities with Federal, State, County, local and private agencies.

The District General Manager reports to the Board of Directors and is responsible for the overall operations for the effective and efficient management of the day-to-day activities of the District.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Board of Directors
2. Has daily contact with other personnel; has contact with customers.

DUTIES INCLUDE BUT NOT LIMITED TO

- Responsible for the implementation of policies, plans, and rules approved by the District's Board of Directors to meet objectives for the protection, management, and canal operations within the District.
- Manages District finances including preparation and maintenance of an annual financial budget for the District and management of the Assessment rate.
- Working with legal counsel to ensure compliance with all applicable regulations and laws, both state and federal.
- Trains, supervises, and assists other staff as needed in conducting District work.

- Administer and maintain the approved Water Conservation and Drought Management Plan for the District in accordance with State guidelines and requirements to achieve plan goals and objectives.
- Coordinate and prepare information for District board meetings and public hearings, including adherence to all State requirements for public notification and historical documentation.
- Work with the Board and legal counsel to develop, enforce, and maintain District rules, policies, and regulations to ensure regulatory compliance.
- Coordinate District participation in local and regional water conservation, protection, and water resource planning efforts.
- Facilitate cooperative relationships and working partnerships with local, state, and federal agencies, private consultants, constituents, and affiliated organizations.
- Serve as primary District contact for news media, public officials and citizens taking action as necessary for news releases, public service announcements, and dissemination of District information.
- Plan, manage, and coordinate all employees' activities including payroll, performance, appraisals, and daily job duties.
- Monitor and interpret pending and/or existing legislation including working with legislators, legal staff, and board members.
- Manage Water Rights.
- Work with the U.S. Army Corps of Engineers for maintenance of the navigation channels.
- Conduct field work such as water level monitoring, pump tests and water quality sampling.
- All other duties as assigned by the Board of Directors.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Financial management including budget development, accounting systems, and investments
- Supervision of personnel and benefits administration, purchasing, and asset management
- Knowledge of water rights and navigation including programs, legislations, and regulatory agencies
- Basic knowledge of bookkeeping including payroll, accounts payable, accounts receivable and budget procedures and processes.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelors' degree or equivalent experience is preferred.
- Experience related to Irrigation Canal Operations with a minimum of 2-3 years of experience.
- Strong background in business and office management preferred.

Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment.

If interested, submit a completed application and resume to:

Chambers-Liberty Counties Navigation District
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Chambers-Liberty Counties Navigation District is an equal opportunity employer. The District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.