

# **RED RIVER AUTHORITY OF TEXAS**

## **JOB VACANCY NOTICE**

### **Assistant General Manager**

#### **GENERAL JOB DESCRIPTION:**

Performs professional administrative and technical assistance to the General Manager in the accomplishment of the Authority's stated mission. Supervises agency productivity and performance of all authorized professional and technical staff or consultants involved with agency programs or projects to insure conformity with stated policy or governing statutes. All work is performed under supervision of the General Manager with considerable latitude for independent judgement and decision within the framework of established policies, bylaws and governing statutes.

#### **ASSIGNED DUTIES**

- Assists the General Manager in the administration of all business and professional activities of the Authority in the fulfillment of the directives set forth in its Enabling Legislation, the Texas Constitution, and a nine member Board of Directors and their adopted policies.
- Plans, reviews and delegates assignments equitably to all managerial and technical personnel engaged in agency activities relating to either administrative or operational functions within each department and division.
- Assists in the preservation of the Authority's Fiduciary Trust through supervision of implemented budgetary controls over all expenditures and evaluates the preparation of departmental operating budget requests to insure prudent management and use of all public funds.
- Reviews all plans and specifications submitted to or prepared by the agency for compliance and conformity to all applicable state or federal laws and makes recommendations to the General Manager and the Board of Directors as may be appropriate. Supervises the development, operation and maintenance of all agency infrastructure and insures that efficient operating practices are maintained within the guidelines and specifications of policy.
- Evaluates the performance of all subordinate personnel for compliance with stated policies, governing statutes, job productivity requirements and provides written and oral reports to the General Manager in accordance with the Administrative Policy.
- Evaluates all agency program and project plans for the implementation of sound administrative practices that will achieve the established goals and objectives as efficiently as possible.

- Acts as agency liaison with the public, other governmental units and professional groups to establish and maintain the highest ethical and professional working relationships. Represents the agency at meetings relevant to the achievement of the general purpose and established goals of the Authority.
- Reviews the nature of all complaints received from the public and directs any investigation or response as deemed appropriate or necessary to obtain satisfactory results within the framework of governing statutes or policy.
- Maintains a thorough working knowledge of all agency policies, services, programs and projects, and provides administrative guidance to personnel responsible for carrying out the initiatives.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in engineering or associated field  
 Minimum of seven (7) years of management experience  
 Broad knowledge of water and wastewater utilities  
 Valid State of Texas Drivers License

**GENERAL INFORMATION:**

<b>Opening Date:</b>	October 19, 2016	<b>Position:</b>	Assistant General Manager
<b>Closing Date:</b>	Until Filled	<b>Monthly Salary:</b>	Based on qualifications
<b>Work Location:</b>	Wichita Falls, TX	<b>GS Code:</b>	Based on qualifications
<b>Excellent Benefits Package Available</b>			

To apply for this position, please submit a completed State of Texas Application to [info@rra.texas.gov](mailto:info@rra.texas.gov), fax to (940) 723-8531 or mail to P.O. Box 240, Wichita Falls, TX 76307. Applications can also be delivered to 3000 Hammon Road, Wichita Falls, Texas 76310. Additional information on the Red River Authority of Texas can be found at [www.rra.texas.gov](http://www.rra.texas.gov).