

RED RIVER AUTHORITY OF TEXAS

JOB VACANCY NOTICE

Environmental Services Division (ESD) Manager

GENERAL JOB DESCRIPTION:

Perform professional administrative and technical duties for the Environmental Services Division (ESD) of the Red River Authority of Texas. Primary area of responsibility shall be to ensure that all programs, projects and activities are carried out in accordance with applicable budgets, policy, guidelines, procedures, and governing statutes. Activities will include routine supervision of all personnel assigned to the ESD and may involve conducting investigative research in areas of water resource management, analysis, interpretative writing of analysis results, preparation of technical summaries, and reports relating to division activities, the design and development of regional water quality monitoring activities, and coordination with other state and federal agencies.

ASSIGNED DUTIES

- Work involves interpreting, administering, and directing water quality assessments, watershed analysis, and water quality management activities within the basin. Work will include advising, assisting, and conferring with public and private officials engaged in water resource management and related conservation or development programs.
- Perform professional water resource and water quality planning which involves defining a problem, accumulating factors bearing on the problem, analyzing and discussing these factors, reaching conclusions, developing alternative solutions, seeking agency approvals, and making recommendations for the most economically feasible course of action.
- Expected to assume the initiative in planning, organizing, and administering the division's functions and/or general work load of personnel assigned to the division in order to meet all program completion deadlines and budgets within the allotted time frame.
- Work will involve investigation of violations of stream standards, environmental regulations, and statutes which could impact the water resources, and conducting water quality surveys of the Red River and its tributaries for the purpose of planning, development, conservation, and pollution control programs of the state and/or the Authority.
- Responsible for the development and interaction with all community resources and agencies in the area; develop plans for effective use of available resources, and seek voluntary participation from the public and/or private sectors.
- Responsible for the development and observance of the ESD's overall operating budget and expenditures of all personnel engaged in its activities. Approve all outside purchases of equipment and supplies not furnished by the General Services Division.
- Gather, organize, and analyze data, prepare plans or programs relating to water quality and water resource management. Develop procedures for implementing plans or programs and measuring progress made on an operational plan or program.
- May perform and/or direct the performance of chemical, physical, and biological analyses of water, wastewater, and toxic materials found in streams, tributaries, and water bodies within the confines of the Red and Canadian River Basins.

- Instruct and assist analysts, technicians, and professional consultants engaged in a defined program or project of the division; develop, implement, and perform quality assurance and quality control procedures; and prepare attendant reports of related activities.
- Apply sound planning, administration, and analytical practices in the performance of all assigned duties, review and screen all collected data, maintain appropriate records, reports, and make recommendations for course modification approval to more efficiently reach a defined goal.
- Ensures that the Authority's Environmental Services Laboratory maintains compliance with the National Environmental Laboratory Accreditation Program.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in an environmental field with a minimum of 14 hours of chemistry
 Minimum of five (5) years of management experience
 Knowledgeable in NELAP Accreditation
 Valid State of Texas Drivers License

GENERAL INFORMATION:

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

To apply for this position, please submit a completed State of Texas Application to 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.