

Panola County Groundwater Conservation District

Position Description

POSITION: *Field and Office Assistant*
(full time)

POSITION DESCRIPTION: The Field and Office Assistant is responsible for assisting in the groundwater management efforts in Panola County within the established processes set forth by the Board of Directors, the District Rules, and the District Management Plan. This position will assist with field work as directed by the General Manager or Field Technician, and also will provide support for any office operations as directed by the General Manager or Office Manager.

The Field and Office Assistant reports primarily to the General Manager and is responsible for conducting a balance of field work and office work as needed by the Panola County Groundwater Conservation District. Field work includes locating water wells, measuring water levels, monitoring groundwater pumping, and collecting field data as needed while representing the District in a positive manner with the public. Office work includes organizing files and other information, receiving and processing incoming documents and information, interacting with the public by phone and in person, and supporting the General Manager and Office Manager as needed for District-related tasks.

RESPONSIBILITIES:

- Assist the Field Technician with frac pond monitoring and other data gathering or field documentation as needed.
- Accurately and efficiently enter field data or other information into District databases and perform basic data analysis to identify trends or potential problems.
- Report the field work results and any problems to the Field Technician and/or the General Manager in an appropriate method, if a method is not specified.
- Alert Field Technician or General Manager of any equipment costs and repairs needed prior to expense.
- Assist with cleaning and maintenance of District vehicles.
- Use District GIS software or other methods to assist in determining exact well locations, to verify information, or to search for information about wells or other items.
- Assist in the education of the public on the purpose and abilities of the District and the physical nature of groundwater and the aquifer, including on websites and in local newspapers.
- Scan all registrations and other records as needed onto the District server.
- Assist the Office Manager in filing and processing incoming or outgoing documents and information.
- Process and organize incoming groundwater production information and other routine record keeping.
- Assist the Office Manager in processing routine public communication tasks such as quarterly production reports, approval of applications to drill or plug, and other water well notices.

- Observe and make recommendations to management regarding more effective and more organized handling of specific operations within the organization.
- Assist the Field Technician in maintaining the District's website, providing current information in a timely manner.
- Assist District staff in preparation for board meetings and public hearings.
- All other job duties as assigned by any other District staff.

QUALIFICATIONS:

Education and Experience:

- At minimum, must be a high school graduate or equivalent, preferably with a college degree or certification.
- Must have a minimum of 1 (one) year of work experience, preferably in groundwater science, environmental management, governmental or administrative work, business or financial work, or office management.
- Must have a valid Texas driver's license and a clean driving history, clean drug history, and clean criminal history.

Skills:

- Understanding of written sentences and paragraphs in work-related documents.
- Great team player capable of prioritizing and executing multiple ongoing duties.
- Oral and written communication skills required.
- Ability to adjust actions in relation to other actions.
- Follows instructions well and handles correction or adjustment maturely.
- Seeks improvement of established and new processes.
- Self-motivated and capable of working independently.
- Detail-oriented and observant.
- Organized with a strong work ethic.
- Must be punctual, dependable, and efficient.
- Knowledge and functional use of word processing and other data management software.
- General computer literacy and basic technology operation.

WORKING CONDITIONS:

- Field work is physically active between repeated periods of driving.
- Field work requires hours to be conducted outside in varying weather conditions and in possible extreme temperatures.
- Field work involves exposure to potentially harmful plants, animals, and insects.
- Field work can include traversing on foot on irregular or unstable surfaces, through brush, and over distances up to 2 miles.
- Can require safely driving over 100 miles in some assignments.
- Office work is partially sedentary and partially active with brief walking and repetitive motions such as typing, filing, or scanning.
- May require some lifting, carrying, and/or maneuvering of up to 50 lbs.