

CAMERON COUNTY IRRIGATION DISTRICT #2
CAMERON COUNTY DRAINAGE DISTRICT #3

Position: Assistant General Manager
Location: San Benito, TX
Type: Full Time
Deadline: Until Filled

Cameron County Irrigation District #2, an irrigation district providing raw water to approximately 55,000 acres of farmland and to 3 municipalities, and Cameron County Drainage District #3, a drainage district providing drainage to the same area and similar boundaries, are accepting resumes for the position of Assistant General Manager to assume the role of General Manager after official retirement of the current General Manager. The districts, located in San Benito, TX, operate out of the same facilities and are managed simultaneously by one manager. Each district is governed by their own respective elected board of directors, and each have their own budgets, staff and equipment.

Responsibilities:

- Directs construction, maintenance, and operation of irrigation and drainage systems within district boundaries.
- Enforces existing, and periodically establishes, company policies relating to matters of regulation and distribution of water use, operation/maintenance of irrigation and drainage facilities, and personnel policies.
- Recommends changes in policies, basing recommendations on infrastructure needs, future water needs, finances and/or personnel policies.
- Prepares directives to carry out policies approved by board.
- Confers with farmers, city officials, and representatives of county, state, and/or federal government to discuss matters of water diversions, restrictions, and construction schedules, when appropriate.
- Visits all departments, inspects field operations, and reviews periodic reports from subordinates to define progress of construction maintenance projects, distribution of water, collection of charges to users, and status of other phases of operation.
- Prepares maintenance and operation, and capital improvement budgets for both districts for board approval.
- Approves employment, discharge of employees, signs payroll, and performs similar personnel duties.

- Responsible for managing all the day-to-day administrative and operational functions of the districts.

Qualifications:

- Minimum 2 years' experience in managing, leading, supervising operations of an Irrigation District, or equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.
- Experience in financial and business management
- Experience in human resources
- Good communication skills
- Good writing skills
- Computer literate (Word, Excel)
- Good driving record
- Bilingual preferred (English/Spanish)

Reports to:

- Board of Directors

Pay and Benefits:

- \$80,000/yr. starting pay
- Paid vacation
- Paid holidays
- Paid sick leave
- Paid employee health insurance
- Retirement plan

Resumes may be submitted to Sonia Lambert at slambert@ccid2.org