

Wintergarden Groundwater Conservation District

🚩 Contact Us

Bobby Bazan, General Manager

Mailing Address:

P. O. Box 1433 | Carrizo Springs, TX 78834

Physical Address:

2881 Hwy. 277 West | Carrizo Springs, TX 78834

Phone: 830-876-3801

Fax: 830-876-3782

Email:

EMPLOYMENT OPPORTUNITY

Wintergarden Groundwater Conservation District is accepting applications for a full-time **Administrative Assistant to the General Manager**. The position provides administrative support to the General Manager and Board of Directors and serves as a primary point of contact for the District office.

Applicants should possess strong communication and organizational skills and be proficient with **Microsoft Office applications, PDF/document management, electronic records, and other computer-based office systems.**

Salary: Commensurate, depending on qualifications and experience.

For the complete position description, visit the **Wintergarden GCD website** <https://wgcd.net/WGCD-Application-for-Employment.pdf> or contact the District office.

Interested applicants should submit a résumé directly to the Wintergarden GCD office by email wgcd@wgcd.net Applicants should be available for in-person interviews during the **week of September 7, 2026.**

Equal Employment Opportunity

Wintergarden Groundwater Conservation District is an equal opportunity employer committed to creating an inclusive environment for all employees. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other status protected by law.

WINTERGARDEN GROUNDWATER CONSERVATION DISTRICT

Position Description – Administrative Assistant to the General Manager

Position Summary

The **Wintergarden Groundwater Conservation District (Wintergarden GCD)** is seeking a qualified and professional individual to serve as **Administrative Assistant to the General Manager**. This position provides administrative, technology, communication, and organizational support to the General Manager and Board of Directors and works under the direct supervision of the General Manager.

The successful candidate will be highly organized, comfortable working with technology, capable of managing multiple priorities, and able to communicate professionally with Board members, landowners, permittees, consultants, governmental entities, and the general public.

Primary Responsibilities

The Administrative Assistant will assist the General Manager with the day-to-day administrative operations of the District, including:

- Provide direct administrative support to the General Manager and Board of Directors.
- Assist in preparing **Board meeting agendas, Board packets, public hearing materials, notices, correspondence, reports, and other District documents.**
- Organize and maintain electronic and paper records in accordance with District procedures and applicable records-retention requirements.
- Assist with scheduling meetings, public hearings, interviews, and other District activities.
- Receive telephone calls, visitors, correspondence, and general inquiries and provide courteous and professional assistance as the District's primary receptionist.
- Assist the General Manager with correspondence, document preparation, scheduling, filing, and other administrative responsibilities.
- Coordinate documents and information received from District consultants, attorneys, Board members, permittees, and the public.
- Assist with maintaining the District's electronic files and data management systems.
- Perform other administrative duties as assigned by the General Manager.

Technology Skills

Because Wintergarden GCD is modernizing its electronic records and data management capabilities, **strong computer and technology skills are an important requirement of this position.**

Applicants should be proficient or demonstrate strong working knowledge in:

- **Microsoft Word** – preparation and formatting of professional correspondence, agendas, notices, reports, and other documents.
- **Microsoft Excel** – spreadsheets, data entry, basic formulas, sorting, filtering, and organization of information.
- **Microsoft Outlook** – professional email communication, calendars, contacts, and meeting scheduling.
- **Microsoft Teams and related Microsoft 365 applications** – virtual meetings, document sharing, and collaboration.
- **PDF software and tools** – creating, combining, organizing, editing, converting, and managing PDF documents and electronic Board packets.
- Electronic filing, scanning, document naming, file organization, and records management.
- Ability and willingness to learn and effectively use the District’s developing **data management system (DMS)** and related groundwater, permitting, and administrative databases.
- General proficiency with office technology, including printers, scanners, electronic document transmission, and cloud-based file systems.

Applicants should be prepared to describe their experience and proficiency with these technologies during the application and interview process.

Communication and Professional Skills

The successful candidate must possess:

- Strong verbal and written communication skills.
- A professional and courteous manner when working with the public, Board members, staff, consultants, and governmental officials.
- Strong organizational skills and attention to detail.
- Ability to manage multiple assignments and deadlines.
- Ability to maintain confidentiality when working with sensitive District or personnel information.
- Ability to work independently while taking direction from the General Manager.
- Dependability, professionalism, good judgment, and a willingness to learn new processes and technologies.

Education and Experience

A high school diploma or equivalent is required. College coursework, administrative training, or other relevant education is preferred.

Prior experience in an administrative assistant, executive assistant, office management, governmental, legal, water-related, or similar professional office environment is preferred. Relevant experience and demonstrated technology skills will be given significant consideration.

Work Schedule and Compensation

This is a **full-time position**, generally working **8:00 a.m. to 5:00 p.m., Monday through Friday**, at the Wintergarden GCD office.

The anticipated salary is commensurate, depending upon qualifications and experience.

Interview Availability

Applicants should be available to participate in inperson interviews during the **week of September 7, 2026**.

Wintergarden GCD is seeking an individual who can become a dependable part of the District's day-to-day operations and provide professional, technology-capable administrative support to the General Manager, Board of Directors, and the citizens served by the District.

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"The Wintergarden Groundwater Conservation District is a political subdivision of the State of Texas created by House Bill 3602, Chapter 1149, Acts of the 75th Texas Legislature (1997), as amended. Established under Article XVI, Section 59 of the Texas Constitution and operating pursuant to Chapter 36 of the Texas Water Code, the District serves as the State's preferred local groundwater management entity for Dimmit, LaSalle, and Zavala Counties. The District is committed to protecting private property rights while conserving, protecting, and responsibly managing the groundwater resources entrusted to its care through sound science, transparent governance, and the faithful application of Texas law."

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www.wgcd.net (Email wgcd@wgcd.net)

"An Equal Opportunity Employer"

APPLICATION FOR EMPLOYMENT

Date of application _____

Position Applied For _____

PERSONAL INFORMATION

Applicant's Full Legal Name _____

Applicant's Full Address _____

City State Zip Code

Daytime Telephone _____

Email Address _____

Social Security # _____

Driver's License # _____ State _____

Can you provide proof of eligibility to work in the United States? ____ Yes ____ No

Have you ever worked for this District before? ____ Yes ____ No

Do you have any relatives who work for the District or serve on the Board of Directors?

____ Yes ____ No

If yes, please list them _____

Have you ever been convicted of a felony, or pleaded no contest to a felony, or been convicted of a misdemeanor resulting in imprisonment or a fine over \$500 during the last ten years?

(Criminal convictions are not an automatic bar to employment, but will only be considered in relation to specific job requirements.) ____ Yes ____ No

If yes, explain. _____

What is your minimum salary requirement? _____

Date available to begin employment. _____

Do you have any commitments to another employer that might affect your employment with us?

____ Yes ____ No If yes, explain. _____

List any language, other than English, that you fluently speak, read or write. _____

EDUCATION AND TRAINING

Institution	Institution Name and Address	Degree/Major/Course of Study
High School		
College		
Other		

Summarize any special skills or qualifications you possess that would enhance your employment with the District.

EMPLOYMENT HISTORY

List all work experience for the past ten (10) years, beginning with the present or most recent job. (Attach resume.)

Employer _____
Position Held _____ Dates of Employment _____ to _____
Duties _____
Reason for Leaving _____
Supervisor: _____ May we contact? ___ Yes ___ No
Supervisor Contact Information _____
Last Salary _____

Employer _____
Position Held _____ Dates of Employment _____ to _____
Duties _____
Reason for Leaving _____
Supervisor: _____ May we contact? ___ Yes ___ No
Supervisor Contact Information _____
Last Salary _____

Employer _____
 Position Held _____ Dates of Employment _____ to _____
 Duties _____
 Reason for Leaving _____
 Supervisor: _____ May we contact? ☐ Yes ☐ No
 Supervisor Contact Information _____
 Last Salary _____

REFERENCES (LIST THREE (3) NON-RELATIVE INDIVIDUALS WHO HAVE KNOWN YOU FOR AT LEAST THREE (3) YEARS.

Name	How do they know you?	Telephone Number

Please include any other information you think would be helpful to the District in considering you for employment. You may omit all information that would indicate age, sex, race, religion, color, national origin, or handicap.

AGREEMENT - Please read the following statement carefully:

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me for further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give the District any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties, such persons and the District, from liability for any damage that may result from furnishing same to the District.

I hereby authorize the District now, or at any time while I am employed by the District, to obtain a consumer report or investigative consumer report on me, as applicable. This authorization does not include the release of any medical information.

Signature _____ Date _____