



**Barton Springs
Edwards Aquifer**
CONSERVATION DISTRICT

EMPLOYMENT OPPORTUNITY

POSITION:	Administrative Coordinator 5 days/35 hours per week
COMPENSATION:	\$45,500 - \$55,000 annual salary depending on experience
BENEFITS:	Competitive health, dental, and vision insurance, life insurance, retirement plan, and paid leave
POSTING DATE:	July 14, 2025
CLOSING DATE:	Open until filled.

JOB SUMMARY

The Barton Springs-Edwards Aquifer Conservation District (District) is a groundwater conservation district (GCD) with jurisdictional area including parts of Travis, Hays, and Caldwell counties. The Administrative Coordinator will be responsible for providing administrative and project support to the General Manager and the leadership team of the District while supporting regular office operations. This position receives supervision and guidance from the General Manager (GM). Over time, an evolving workload could lead to 40 hours per week at a prorated salary. This is a nonexempt-hourly position and is eligible for compensatory time.

ESSENTIAL JOB FUNCTIONS: Within the primary areas of responsibility, the Administrative Coordinator is responsible for the following essential functions:

Personnel Functions:

- Assists with the onboarding and offboarding of employees to include employee documents, payroll, and benefits
- Meet with Insurance Broker annually to review options during the open enrollment period, and
- Assist with recruiting efforts as needed

Board of Directors Support Functions:

- Prepare and distribute the monthly agenda packet via email, booklets, and folders,
- Post agenda and backup material to the District's website,
- Place an advertisement in newspapers for Public Hearings when appropriate, including posting the agenda for a Public Hearing to three counties,
- Preparations for monthly Board meetings (recording the meeting and ensuring documents are signed by Board President and Secretary),
- Prepare Board meeting minutes from audio recording
- Post meeting minutes to the District's website after Board approval,
- Working with GM and General Counsel, to serve as the District's Election Officer, and
- Register Board Members for conferences, including hotel registrations, as necessary.

Accounting Functions:

- Process incoming checks and bank deposits,
- Act as a second signature on checks valued over \$500,
- Purchase and manage office supplies within allotted budget, and
- Manage the staff purchase order process.

Administrative Functions:

- Collaborate with the General Manager in a timely, thoughtful, and collegial manner
- Process incoming/outgoing mail,
- Receive/log open records requests and inform GM,
- Coordinate office equipment maintenance as necessary,
- Maintain the District's and individual memberships to various associations,
- Manage incoming phone calls, serve as primary receptionist for in-office guests,
- Act as point of contact for building maintenance,
- Obtain inspections and registrations on District vehicles (2),
- Register employees for conferences, including making hotel reservations,
- Perform document reproduction as needed when rules are changed or adjusted,
- Perform Notary services for the District as needed (Notary certification paid for by the District),
- Assist GM and staff "as needed" with various administrative tasks,
- Post notice of Groundwater Management Area 10 (GMA 10) agenda, email it to the distribution list and post it on the District's website in a timely manner,
- Learn to input and manage monthly water-use-meter readings submitted by permittees, using the District's database, and
- Assist with the all-staff-collaborative effort to generate the annual report for the 5-Year Management Plan

MINIMUM JOB QUALIFICATIONS AND PREFERENCES

- An Associate's or Bachelor's degree (preferred) in Business Administration, Geography or related discipline, and two years (preferred) of relevant experience in a related field.
- Knowledge and understanding of an administrative support role.
- Must be highly motivated, energetic, deadline-oriented, and able to handle multiple priorities.
- Self-starter, lots of initiative, and ability to work independently as well as in a team environment.
- A valid Texas driver's license.

JOB KNOWLEDGE, SKILLS, & ABILITIES

- Experience and skill with Microsoft Office 365, Adobe Acrobat, and willingness to learn basic skills with Quickbooks.
- Oral, written, and organizational skills, plus problem-solving skills.
- The ability to exercise initiative and show independent judgment and responsibility is highly preferred.
- Ability to perform all of the essential job functions.

PHYSICAL REQUIREMENTS

This job is performed primarily in an office environment with some outings for notice postings, supplies and mailings.

TO APPLY:

The District is an equal-opportunity employer. All qualified and interested candidates should submit a complete application package including their resume and a one-page cover letter describing in narrative form how they are best qualified for this position, and contact information

for three professional references. The application package can be submitted via email to bseacd@bseacd.org with **Admin Coordinator** in the subject line.

Barton Springs-Edwards Aquifer Conservation District
1124 Regal Row
Austin, Texas 78748
512-282-8441