

ADMINISTRATIVE ASSISTANT POSITION

Comal Trinity Groundwater Conservation District (CTGCD), an Equal Opportunity Employer, seeks a qualified individual for the position of Administrative Assistant (part-time).

Job Summary

Responsible for performing a variety of functions supporting the activities and services of the Comal Trinity Groundwater Conservation District, working under the General Manager, as well as aiding the District Board members, the public, commercial water suppliers, well boring contractors, and pump installers.

The Administrative Assistant position requires, but is not limited to, the following experience, knowledge, skills, and abilities:

1. High school graduate;
2. Experience with the public or customer service;
3. Familiarity and ability to work with computers, computer files, WORD, Excel and other similar programs;
4. Knowledge of general office practices;
5. Ability to communicate clearly and effectively in writing and verbally, knowledge of grammatical and basic math skills;
6. Ability to work independently;
7. Working knowledge of QuickBooks preferred (tasks consist of customer and vendor set-up, run monthly payroll, review quarterly tax filings, run financial reports);
8. Experience with, or willingness to learn, basic bookkeeping and accounting practices, assistance with annual budget preparation, and ability to provide audit support;
9. Ability to learn to maintain and update the CTGCD website (WIX);
10. Ability to research on the internet or other data sources, as needed.

Conditions and Expectations of Employment:

1. Availability to attend quarterly CTGCD Board meetings (evenings) and other special board meetings, as well as other related District meetings in Comal or surrounding Counties on occasion. Administrative Assistant will be responsible for recording written minutes.
2. Within 30 days of hire, applicant must complete the State of Texas Open Meetings Act and Public Information Act online training.
3. Become familiar with CTGCD and Comal County rules.
4. Work with the General Manager in determining specific office availability and duties, availability to work Monday through Friday, 9:00 a.m. to 1:00 p.m. preferred.
5. Perform any duty the Board of Directors or General Manager determines is needed.

Resumes should be mailed to the Comal Trinity Groundwater Conservation District, P.O. Box 664, Spring Branch, Texas 78070 or emailed to admin@comaltrinitygcd.com. To be considered all resumes or emails must be postmarked or received on or before December 31, 2023. Qualified applicants will receive due consideration without regard to race, religion, gender, sexual orientation or expression, age, disability, or national origin. A drug test may be required.