**Southwest Kansas Groundwater Management District #3 (GMD3) Announcement**

POSITION: Executive Director

REPORTS TO: GMD3 Board of Directors

GENERAL SUMMARY: The Executive Director is responsible for managing the daily operations of the District. He/She is the direct supervisor to the staff in assigning and prioritizing activities of the staff. While each staff has their **own** distinct expertise it is still the responsibility of the Executive Director to direct them to operate in a cooperative manner to focus on the goals and mission of the District.

The Executive Director is also responsible for the following:

* Acquiring, supervising and developing necessary staff
* Implementing policies as directed by the Board of Directors with all applicable local, state and federal laws and regulations
* Maintain or strengthen relationships with the District membership, State agencies and Federal relations
* Represent the District at local, state and national conferences/meetings to further the goals of the District
* Organize all monthly, annual and special meetings for the District
* Developing an annual budget for the District
* Assure preparation and collection of accurate assessments to fund the District budget
* Assist the Board in developing and implementing long-term strategic goals/plans
* All other district business as deemed necessary by the BOD

GMD3 BOARD OF DIRECTORS: The GMD3 Board of Directors is made up of 15 elected members in accordance with the Kansas Groundwater Management Act. One Director from each of the 12 counties in the District and three at large positions representing municipal, industrial and surface water. The Board is responsible for setting District policies and goals specific to the District and in accordance with the GMD3 mission statement. The Board hires the Executive Director to fulfill the needed responsibilities of the District.

MINIMUM QUALIFICATIONS:

* Valid Drivers lincense
* Four year degree in related field
* ???? years of experience
* Basic computer knowledge (Word, Excel, Powerpoint….)
* Basic knowledge of Kansas Water Law
* Organization and time management skills
* Excellent communication skill (written and verbal)