**Compliance and Data Administrator**

The Greater Texoma Utility Authority is accepting resumes for the position of Compliance and Data Administrator. The Compliance and Data Administrator will provide services for the North Texas and Red River Groundwater Conservation Districts.

**Job Description:**

* Contact and interact with well owners, drillers, and groundwater producers
* Quickly become knowledgeable of Districts’ rules and management plans
* Enter and interpret data using the Districts’ online databases and Microsoft Excel
* Approve and maintain users of the Districts’ databases. This include communicating with the users
* Other duties pertaining to the Districts’ databases
* Assist accounting in billing issues
* Assist in reviewing and approving submitted well registration applications
* Create monthly and quarterly reports as required by the Districts’ management plans
* Coordinate any potential violations of Districts’ Rules
* Provide support to Groundwater Technical Lead and Groundwater Field Technicians
* Provide educational assistance to the public
* Other duties as assigned by the Districts’ General Manager

 **Preferred Qualifications:**

* Graduation from accredited high school required or GED equivalent
* College level course work or experience in a water, environmental or geology related field would be beneficial, but not a requirement
* Well Drilling or Public Water System experience would be beneficial, but not a requirement
* Must possess the ability to work with various computer programs including databases, Word, Excel, and Outlook
* Must possess personable nature to work with the public and staff
* Must possess good customer service qualities
* Strong communication skills are required, both written and verbal
* Above-average organizational skills and abilities
* Knowledge of Districts’ counties, water suppliers, agriculture, and oil and gas operation is helpful, but not required
* Must have valid Texas Driver’s license with good driving record

**Physical and Other Requirements:**

* Must be able to work outside in all weather conditions, traverse uneven terrain, and to carry items in excess of 50 lbs.
* Must be able to work full time, 40 hours weekly
* On rare occasions, evening or weekend work may be required

**Benefits:**

* Wages will depend on qualifications and experience
* Paid holidays
* Two weeks paid vacation (annually)
* Health, Dental and Vision insurance
* Retirement package

Please send resumes to the attention of Paul Sigle at:

gtua@gtua.org

or

5100 Airport Drive

Denison, TX 75020.