

# South Ellis County Water Supply Corporation

Serving South Ellis County and Part of Navarro County  
For Your Rural Water Needs...

PO Box 348, 109 West Main Street  
Italy, TX 76651  
(972) 483-6885

## BOARD OF DIRECTORS

Myron Major, President; David Seay, Vice-President;  
Michael Cheatham, Secretary/Treasurer; Directors, Russ Lewis; Mark McClain

March 7, 2018

## HELP WANTED

### General Manager Position

South Ellis County WSC is seeking a qualified individual to fill the position of General Manager. This position reports directly to the Board of Directors. South Ellis Water Supply has approximately 500 water meters. Our service area is located in South Ellis, East Central Hill and Northwest Navarro Counties. Customer base consists of permanent residents, weekender homes, and retail businesses.

Salary to commensurate with experience.

### Required

- Hold and maintain current "C" Ground Water and Distribution License or able to obtain License within 1 year.
- Responsible for all supervisory, management and administrative functions required to operate SECWSC in accordance with procedures outlined in the current Tariff and Bylaws.
- 5 years of job related experience.
- Experience and proficiency in Microsoft Office software and Quick Books.
- Ability to pass pre-employment drug test and submit to random drug test.
- No prior convictions of any federal offenses.
- Previous experience working with general counsel.
- Strong analytical/critical thinking skills, i.e. business acumen.
- Excellent interpersonal skills, both oral and written.
- Highly motivated individual must be able to handle multiple projects and obtain results in a performance driven, team-oriented environment.

### Preferred

- Bachelor's degree in business or a related field or 10 years equivalent experience.
- Experience with USDA loan procedures and Grant funding a plus.
- Knowledge of State and Federal rules and regulations that affect the Corporation.

Please submit resume by **April 12, 2018** to [pmandrell@secwater.com](mailto:pmandrell@secwater.com) or mail to: South Ellis County Water Supply Corp., P. O. Box 348, Italy TX 76651-0348.

"This institution is an equal opportunity provider and employer."