

KIMBLE COUNTY GROUNDWATER CONSERVATION DISTRICT

Chairman: Reginald Stapper
Director: Mike Carter

Vice-Chairman: Marvin Wilson
Director: Joe Jones

Secretary: Clint Smith, Jr.
Manager: Meredith Allen

Job Opportunity: Office Assistant for the Kimble County GCD

Part-Time – Monday & Wednesday 8:00am – 4:00pm

Compensation: Commensurate with experience

Job Duties: Daily operations including financial, secretarial work, record keeping, and overall water well data management

The Kimble County Groundwater Conservation District is hiring a part-time Office Assistant. This position is responsible for daily operations of the District as authorized by the Board of Directors. In general, perform all duties needed to carry out and accomplish the mission and purpose of the District. The Office Assistant must set an example as a leader in promoting the goals and objectives of the District within the community. This person should exhibit strong leadership skills, be able to work independently and exercise sound judgment. This person must be organized, with effective written and oral skills, computer skills, and a current Texas Drivers' License. Graduation from an accredited four-year college or university, and some financial and human resource management experience preferred. Compensation commensurate with experience.

Send resumes by 4pm November 24, 2025, to Meredith Allen, kimblecountygcd@gmail.com or by mail to P.O. Box 31, Junction TX 76849. You can also drop off your resume at the District office at 731 Main Street, Suite B, Junction. Any questions contact Meredith at 325-226-9093.