

Sabine River Authority of Texas

Toledo Bend Division

Branch: Operations

Job Title: Division Administrator

Duties and Responsibilities

Report directly to the Toledo Bend Assistant Division Manager.

Supervise Toledo Bend Project Joint Operation and Toledo Bend Division administration and administrative personnel. Administration assigned to this position would include:

- Oversight of All Administrative Processes within the Texas Office
- Preparing and tracking budgets, as well as handling budget amendments TBPJO, TBD & PRD
- Overseeing and administering the Billing & Invoicing for PLUP's, SLUP's, CLUP's, monthly water use fees, short term water use contracts, etc.
- Oversight of all FERC Compliance at the Division Level
- Oversight and implementation of FERC compliance regarding numerous TBPJO letters and reports that are sent to FERC on a routine basis.
- Contract & insurance compliance and administration.
- Oversight of expiration tracking for numerous contracts, encroachments, certificates of insurance, etc.
- Oversight, maintenance, record retention policy, and organization improvements to our file system
- Oversight and maintenance for numerous hard copy and digital copies of maps, designs, plats, and floor plans in our vaults (lab, TX office, survey office, map room)
- Oversight of the administrative staffs work on permit issuance, records, billing, billing rates, billing freezes at 65, Incode, mass mailouts
- Oversight of compliance for payments for everything billed and initiating notification to operations employees when SRA action is required
- Oversight that permitting records are being appropriately handled, scanned, recorded, by the administrative staff
- Encroachment documentation and execution and billing implementation after operations has completed field work
- Supervision of administrative staff and scheduling for office staffing requirements
- Human Resources policies and records
- Compliance with AGO and administrative policies

The primary duty station will be the Toledo Bend Division Office 8am to 4:30pm weekdays. However, travel within the Toledo Bend Division area and beyond will be required from time to time. Also, working beyond 8am to 4:30pm will be required in times of heavy workload or in certain situations.

Assist in public relations, phone calls, and communication.

Assist as directed in all division administrative duties performed by the division manager and assistant division manager.

Assist in all division activities and work as necessary.

Requirements in Education, Experience, Etc.

Bachelor degree from a four-year accredited college with emphasis on business, management, administration, communications, and/or information technology.

Proficient use of computers and the common business programs.

Have the ability to effectively communicate and relate to the public and demonstrate a positive attitude when dealing with everyone.

Hold a valid State of Texas driver's license and be insurable under the Authority's automobile insurance policy.

SRA Benefits

The Authority is an equal opportunity employer and is an agency of the State of Texas. The benefits package for Authority employees includes health, vision, dental, and life insurances as well as retirement, vacation, sick leave, and paid holidays. The salary will be based on experience.

For consideration please mail or email an application and resume to:
(Applications can be found online at www.sratx.org)

William (Bill) R. Hughes
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Or:

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