



Director of Legal and Administrative Services - San Jacinto River Authority, TX

Headquartered on the northern edge of the Houston metro area in Conroe, the San Jacinto River Authority (SJRA) serves a portion of the youngest, fifth-largest, and most ethnically diverse metropolitan area in the United States. Known as America's "Third Coast," the Houston area is home to over 7.1 million people. Its more than 10,000 square miles stretch across nine counties, and residents have their choice of 124 communities offering everything from walkable urban living to large master-planned communities and quiet rural settings.

SJRA is a multi-county political subdivision and governmental agency created by the Texas Legislature in 1937 focused on the conservation, reclamation, and utilization of the natural resources of the San Jacinto River watershed. One of 16 major river authorities in the State of Texas, the SJRA includes all or part of seven counties: Montgomery, Waller, Walker, Grimes, San Jacinto, Fort Bend, and Liberty. Though its geographic boundaries do not include Harris County, the Authority also has substantial operations in east Harris County through customer service agreements, primarily with the City of Houston, supplying raw water for industrial, municipal, and agricultural purposes. SJRA is focused on implementing long-term, regional projects related to water supply and quality.

Reporting to the General Manager, the Director of Legal and Administrative Services oversees and manages all of SJRA's legal and administrative support departments in an effective, efficient, and safe manner, while providing reliable services to all SJRA divisions and departments. This position oversees the Administrative Services, Human Resources, and Risk Management departments, which includes developing, establishing, and implementing overall goals and objectives, rates, budgets, and related business, project, and staffing plans. SJRA seeks an experienced, energetic, and steadfast leader to serve as its next Director of Legal and Administrative Services. This person will be a team player who puts others before themselves. The ideal candidate is efficient, respectful, and experienced with legal work. They will be a self-starter, who can hold themselves accountable, and they will also be willing to collaborate with outside counsel on complex items.

This position requires a Juris Doctor degree in law, plus 10 years of progressively responsible and practical experience in the public sector management and administration, employed by a county, city, or political subdivision or a private law firm. Ten years of progressively responsible and practical legal experience, including but not limited to the areas of government, real estate, contracts, water law, administrative law, bonds/financing, and public information act, is required. Familiarity with employment law is a plus. The chosen candidate must be an attorney licensed with the State Bar of Texas, and they must possess a valid Texas driver's license with an insurable driving record.

The salary for this position ranges from \$175,000 to \$200,000 and is dependent on qualifications and experience.

Please apply online: <http://www.governmentresource.com/recruitment-employer-resources/open-recruitments/san-jacinto-river-authority-tx-director-of-legal-and-administrative-services>

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