Director, Edwards Aquifer Research and Data Center

Job Code 00001294

**General Description**
Responsible for directing the EARDC center to promote the study, understanding and use of the Edwards Aquifer.

**Examples of Duties**
- Oversee the data, education, technical services and research centers of EARDC.
- Update EARDC council on center operations.
- Manage and supervise staff.
- Develop and administer budgets.
- Review and edit all reports and information released from EARDC.
- Establish and maintain public relations with water entities and the public.
- Coordinate activities with federal, state and local agencies.
- Represent the EARDC at meetings of water-related environmental organizations.
- Prepare grants and contracts for continued EARDC funding.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** Chemical, biological and hydrogeological sciences; computer networks, word processors and related software; governmental entities.

**Skill in:** Preparing reports, papers and correspondence; supervising staff and establishing a rapport with clients; coordinating the activities of others; preparing bids for contract services; effectively utilizing budgeted funds.

**Ability to:** Review documents from EARDC; prepare and maintain budgets; review toxicological studies; perform complex math for chemical studies, to give presentations.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**