

## **Director of Human Resources**

### **Position Profile**

**Reports to:** Chief Operating Officer

**Location:** Conroe, TX

#### **Organization overview**

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Created by the Texas Legislature in 1937, the San Jacinto River Authority ("SJRA") is the fifth-largest state river authority with an operating budget of nearly \$130 million and 180 full-time employees. SJRA operates with the purpose of developing, conserving, and protecting the water resources of the San Jacinto River basin. The mission of SJRA includes five goals: assure long-term water supplies; provide safe drinking water, raw water, and wastewater treatment services; protect source water quality; coordinate regional flood planning; and inform and engage the public on a wide range of water resources management topics.

As one of the major river authorities in Texas, SJRA's primary purpose is to implement long-term regional projects related to water supply and wastewater treatment. SJRA is governed by a board of seven gubernatorially appointed directors, who serve four-year terms. The board makes decisions that best align with the agency's mission, as well as reflect the interests of the communities and stakeholders within the San Jacinto River Basin. The SJRA does not receive money from collecting taxes or from the state; its income is derived from the provision of services or products to customers.

SJRA's vision is to be a trusted leader in the management of the water resources of the San Jacinto River Basin. For additional information on the San Jacinto River Authority, visit: [www.sjra.net](http://www.sjra.net)

#### **Position Overview and Opportunity**

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We are seeking an exceptional HR leader with public sector experience to join our employee-centric organization. As the Director of Human Resources, you will have the opportunity to shape the future of an agency that provides essential public services while making a lasting impact on its employees, leaders, and the communities it serves. The Director of Human Resources will play a central role in advancing organizational excellence, strengthening culture, developing future leaders, and helping position the organization for long-term success.

#### **Responsibilities**

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The HR Director is responsible for leading and coordinating all internal human resources activities, ensuring strict compliance with local, state, and federal laws, as well as adhering to professional HR standards. This role involves direct management of the HR Department's planning, budgeting, and training, overseeing strategic HR initiatives and programs, and contributing to the organization's overall success by fostering a compliant and efficient work environment.

In addition, responsibilities include establishing and executing key department and agency initiatives and goals, and ensuring a legally compliant and future-focused organization; prioritizing, coordinating, and delegating responsibilities to department team members to be performed in accordance with policies and procedures established by agency leadership; maintaining a performance review system and conducting performance evaluations, recommending position and compensation adjustments; and directing the agency's recruiting and employee engagement programs to ensure hiring and retention of top talent.

## **Requirements**

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- Bachelor's degree from an accredited college or university.
- Minimum of eight years of demonstrated HR leadership experience in an organization of comparable size or larger in headcount and scope.
- Certification in PHR and/or SHRM-CP.
- Proven successful track record in HR and people leadership activities and programs of an organization, including Board of Directors interaction.

## **Compensation**

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Competitive compensation with outstanding benefits program.

\* Relocation assistance available.

### **Contact Information**

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*\*\* Please do not contact SJRA staff or board members directly. All inquiries are confidential.*