



## General Manager Job Description

**Organization:** Doniphan Electric Cooperative Association, Inc.

The Brown-Atchison Electric Cooperative Association, Inc.

**Job Title:** General Manager - for both Cooperative (Shared Agreement)

**Job Classification:** Exempt, Full-time

**Reporting Relationship:** Boards of Trustees – for both cooperatives

### Primary Accountabilities:

The General Manager is responsible for providing strategic leadership for both the Cooperatives by working with the Boards of Trustees and Management to establish long-range goals, strategies, plans and policies. This position is also responsible for administering all the Cooperatives' programs including policy administration, personnel management, strategic planning, human resources, operations, billing and finance. The General Manager will exercise high-level skills of problem solving and decision-making in matters which have a major impact on the on-going success of the Cooperatives.

### Major Duties:

- Establishes employment and administrative policies and procedures for all functions and for the day-to-day operations of the Cooperatives, as well as recommends revisions to the Cooperatives' policies to the Boards.
- Administers and approves the Cooperatives' budget, including approval of non-budgeted items which are vital to the Cooperatives or effect unanticipated emergency maintenance and repairs.
- Provides strategic leadership for the Cooperatives by assisting with the implementation of a sound operational and strategic plan.
- Develops plans for annual and other meetings of the Cooperatives, as well as makes appropriate recommendations to the Boards of Trustees, as needed.
- Formulates annual work plans and budgets for the Cooperatives and recommends them to the Boards.
- Studies and analyzes the Cooperatives' rates and service rules and regulations periodically to ensure they meet current operating requirements, as well as to make appropriate recommendations to the Boards.
- Develops a strategic marketing plan which improves the load factor, utilizes excess capacity, enables the members to efficiently utilize electric energy and allows other such products and/or services to be marketed to members and non-members as approved by the Boards of Trustees.
- Reviews the activities of the Cooperatives periodically to determine the organization structure best suited to carry out the overall objectives of the Cooperatives within the limitations of the budget.
- Determines the need for additional positions, transfers, reassignments or elimination of present positions within the limitations of the approved budget.
- Oversees recruitment, interviewing, employee selection, hiring, employee disciplinary actions and termination of employees, if applicable.
- Administers the Cooperatives' employment policies, including hiring, disciplining and terminating of staff.
- Manages the human resources of the Cooperatives in collaboration with the staff in order to maintain full compliance with applicable federal and state laws and regulations.

- Increases Management and employees' effectiveness by coaching, counseling, communicating values, strategies and objectives, assigning accountabilities, appraising job results, developing incentives and providing and participating in educational opportunities.
- Develops and implements a systematic wage and salary plan with approval from the Boards.
- Recommends all plans for corporate borrowing or buying to the Boards and carries out the negotiations of the approved plans.
- Oversees the development and implementation of a program of community and economic development.
- Manages procurement, bidding and postings of monthly material and supply usage.
- Reports to the Boards on a number of topics, including but not limited to, revenues and expenditures compared to the budget, financial reports, labor relations, member complaints, effectiveness of member meetings, reliability of service, bylaws and availability of power supply.
- Represents the Cooperatives as the chief spokesperson which includes actively seeking out and maintaining community contacts and participating in community events to help build a positive image and relationships.
- Develops and implements a legislative program which furthers the Cooperatives' objectives and policies, as well as participates with allied groups in order to obtain their increased understanding and support of the Cooperatives' legislative objectives and program.
- Administers or approves activities with respect to personnel benefits: vacations, holidays, sick leave, and other programs and policies.
- Researches and recommends, to the Boards, outside consultants; and to negotiate contracts or agreements for specialized services, within budget limitations.
- Maintains a neat office environment and working area.
- Performs additional duties as required or assigned by the Boards.
- Plans, prepares and attends Cooperative board meetings.
- Participates in the annual meeting, as required

**Required Qualifications:**

- Bachelor's degree in business, engineering or a related field is preferred.
- At least 10 years of progressively responsible business experience is preferred.
- Experience in budget preparation and fiscal management and the ability to develop and maintain recordkeeping systems and procedures.
- Proven ability to make critical decisions to drive positive operational and financial performance.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, coordination of people and resources and the ability to provide strategic direction, leadership and vision to the Cooperatives' employees.
- Knowledge of employee practices and related laws, regulations and standards.
- Proficient in computer and word processing skills; Microsoft Word, Excel and Outlook.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Ability to develop and implement cost saving measures while working within the approved budget.
- Ability to analyze data or information by identifying the underlying principles, reasons or facts of information and use logic to address work-related issues and problems.
- Ability to make decisions while exhibiting sound and accurate judgment.
- Strong interpersonal communication skills and the ability to establish and maintain effective working relationships across all levels of the Cooperatives.

- Demonstrated poise, tact, and diplomacy with the ability to handle sensitive and confidential information and situations.
- Trained and able to perform First Aid, AED and CPR at required intervals.
- Must possess a knowledge of modern office practices, procedures and equipment, including computers, calculators, typewriters, copiers and other standard office equipment.

**Physical Demands:**

- Ability to sit or stand for extended periods of time.
- Ability to stand, lift, carry, push, pull, balance, stoop, reach, handle, talk, hear, see, grasp, move head and neck and movement across mid-line.
- Ability to lift up to thirty (30) pounds with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds.
- Finger dexterity, manual dexterity, alertness, precision, motor coordination, auditory discrimination and tactile discrimination.

**Work Environment:**

- Inside/Indoor environment which provides protection from weather conditions, but not necessarily temperature changes.
- Performance of duties will occasionally require exposure to outside weather: including extreme cold; extreme heat and risk of electrical shock.
- There will be occasional exposure to moving mechanical parts, fumes or airborne particles.
- Interaction with staff and customers.
- Some emergency work of irregular hours may be required.
- Noise level is usually moderate.

**Travel:**

- Occasional overnight travel in-state and nationally.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature

Date

Supervisor Signature

Date

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