

GRICUA JOB DESCRIPTION



General Manager

Department: General Staff

Reports to: Board of Directors

Supervises: Operations Director (1); Finance Director (1); Administrative Assistant (1)

Eligible for Overtime: No

Work Schedule: Regular Shift 7:30 am - 4:00 pm M-F or as required.

Travel: Periodic travel to local meetings; occasional travel elsewhere.

Position Summary: Manages the Gila River Indian Community Utility Authority pursuant to the Contract for Employment signed by GRICUA's Board of Directors.

Essential Job Functions:

- Performs all functions and duties of a General Manager of an electrical utility as provided in GRICUA's Plan of Operations as updated from time to time.
- Has authority and control over GRICUA operations, including, but not limited to, budgetary control, inspections, employee relations, in-service training, and other tasks as related and necessary.
- Prepares and implements plans, goals, and budgets that accomplish GRICUA's Mission.
- Has ultimate responsibility for the selection, discipline, discharge, and pay in addition to other personnel actions (or approval of those actions by members of senior staff) regarding GRICUA employees.
- Attends board meetings and related committee meetings as required and necessary.
- Provides reports and analysis, both oral and written, along with recommendations to the Board of Directors, as may be requested, required, or self-initiated including but not limited to annual business plans, budgets, financial reports, or operations reports.
- Evaluates, helps to develop, and approves policies and procedures for all managed functions.
- Supervises, trains, coaches, directs, coordinates, and disciplines personnel performing senior staff functions while adhering to organizational human resource policies and procedures as well as related employment laws.
- Conducts timely performance reviews of direct reporting staff.
- Reviews analyses of activities, costs, operations, and forecasts to determine progress toward stated goals and objectives.
- Confers with senior staff or other appropriate parties to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.
- Provides leadership for problem resolution to facilitate accomplishments and improve working relationships.
- Adheres to the Native American Hiring Preference Policy as prescribed by the laws of the Gila River Indian Community.
- Acts as liaison and spokesperson for the Authority on matters of Community or media interest.
- Develops and maintains wholesale energy portfolio, makes new energy purchases per GRICUA policies, schedules wholesale energy deliveries, makes transmission reservations, provides monthly settlements with SCIP and wholesale suppliers.

Qualifications (Minimum Education/Experience/Skills/Knowledge):

- A bachelor's degree in engineering or a related degree.
- Masters degree in business or equivalent combination of experience and coursework in management and accounting/ finance is desired.
- At least 10 years of relevant experience in the electric utility, engineering, and operations areas or completion of GRICUA training program.
- At least 5 years of supervisory experience in progressively responsible positions.

- Specific experience with FERC/RUS accounting or ability to quickly understand these industry specific (utility) accounting rules.
- Excellent oral and written communications skills including ability to effectively present information to members of the Board, senior management, and the public.
- Excellent interpersonal and team building skills.
- Exceptional analytical and problem solving abilities.
- General knowledge of employment regulations.

Other Requirements:

- Self-motivated.
- Plans, delegates, and supervises personnel in a manner that will gain respect.
- Ability to organize and manage multiple priorities and functions.
- Ability to make independent judgments that have high impact on the organization.

Types of People Contact: Interfaces with senior management, office staff, field personnel, customers, vendors, banks, contractors, government agencies, other utilities, the media, general public, Community Council, Board members, and the Governor on a variety of topics.

Mental and Physical Demands: Job requires sitting for extended periods of time at a desk/computer terminal requiring repetitive motion. Bends or stretches throughout the day. Must be able to deal with a large volume of interruptions, deadlines, and changing priorities. Many of the duties require working with others. Works with printed and handwritten forms and documents. Must be able to lift up to 25 pounds (files and computer printouts) as needed. Engages in normal level of conversation via phone and in-person.

Work Environment: Air-conditioned and heated office with suitable lighting; may visit warehouse or field sites in hot/cold temperatures.

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. GRICUA reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees will be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by GRICUA at its discretion to enable individuals with disabilities to perform the essential functions.

Employee Signature

Date Signed