



GRICUA JOB DESCRIPTION

Management Intern-Mentee

Department: General Staff

Reports to: General Manager

Eligible for Overtime: No

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

Travel: Periodic travel to local meetings; occasional travel elsewhere

Position Summary: The Management Intern-Mentee will be responsible for fulltime attendance and engagement in designated training programs and work assignments in the electric utility industry as determined by GRICUA in order to become qualified for the position of General Manager. It is intended that upon completion of the training program the Intern-Mentee will be interviewed to become the next GRICUA General Manager, but completion does not guarantee that the Intern-Mentee will be hired as the GRICUA General Manager.

Essential Job Functions:

- Intern-Mentee will study and learn the functions and duties of a General Manager of an electric utility as provided in GRICUA's Plan of Operations. Learning will be accomplished through the following:
 - Intern-Mentee will attend a hands-on learning program on-site with a to-be-named utility for a period of approximately 24-28 months
 - Intern-Mentee will also attend a hands-on learning program on-site with the Western Area Power Administration, for a period of approximately 6 months
 - Intern-Mentee will be enrolled in an on-line Energy Management program of approximately 10 courses (30 credits) which are to be completed within approximately 6 months from date of enrollment
 - Intern-Mentee will also be enrolled in the NRECA "Management Internship Program (MIP)" offered by NRECA
- In between the courses and on-site learning experiences, the Intern-Mentee will work at the GRICUA site and become familiar with the functions of all departments of the organization

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

- A Member of the Gila River Indian Community
- A bachelor's degree in engineering, accounting, finance, business or a related degree.
- Masters degree in business or equivalent combination of experience and coursework in management and accounting/ finance is desired.
- Excellent oral and written communications skills including ability to effectively present information to members of the Board, the GRIC Community, 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
- Ability to plan, delegate, and supervise 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