



## Traverse Electric Cooperative, Inc

### JOB DESCRIPTION

<b>POSITION TITLE:</b>	GENERAL MANAGER
<b>REPORTS TO:</b>	Board of Directors
<b>SUPERVISES:</b>	Office Manager, Operations Manager
<b>DATE:</b>	October 2022

#### Job Summary and Objectives

The General Manager is responsible for providing strategic leadership by working with the Board of Directors and management team to establish long-range goals, strategies, plans, and policies of the Cooperative.

#### Responsibilities and Essential Job Functions

- A. Establishes credibility throughout the organization and with the board of directors as an effective developer of solutions to business challenges.
- B. Provides leadership and management to ensure the mission, vision and core values are put into practice.
- C. Drives the organization to achieve business goals and objectives.
- D. Leads and manages subordinate management team and is responsible for the overall direction, coordination, and evaluation of these departments and for carrying out supervisory responsibilities in accordance with the organization's policies, procedures and applicable state and federal laws.
- E. Oversees, manages, and monitors budgets, investments, and compliance with financial regulations and rates. Oversees the planning, implementation, and monthly review of budgets for the effective operations of TEC facilities and programs.
- F. Collaborates with the management team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the objectives of the organization.
- G. Motivates and leads a high-performing management team; attracts, recruits and retains members of the staff team; provides mentoring as a cornerstone to the management career development program.
- H. Fosters a success-oriented, accountable and safe environment within the organization.
- I. Representative of the organization at company and public/community events and meetings; participation with civic, governmental and economic development organizations and crisis restoration activities and a willingness to be involved in the communities that TEC serves.
- J. Promotes teamwork by exhibiting objectiveness and openness to others' views, gives and

welcomes feedback, contributes to building a positive team and supports team effort to succeed.

- K. Attends seminars, conferences, and educational courses to develop and improve personal performance.
- L. Assist with the planning and execution of district and annual meetings, and other events of the cooperative.
- M. Is committed to and actively involved in TEC's safety programs, initiatives, and performance measures. Complies with established TEC safety and operating rules, policies, procedures, and guidelines. Is responsible for reporting any unsafe practices and/or hazards to the Safety Coordinator.
- N. Preserves confidentiality of Cooperative issues when relating to staff, members, and general public.
- O. Supports the bylaws, guidelines, policies, and philosophies of the Cooperative at all times.
- P. Supports the Mission, Vision Statement and Core Values of the Cooperative at all times.

## Relationships

Reports to: Board of Directors

Directs: Office Manager and Operations Manager

Internal: Will work with Board of Directors to request and provide advice and assistance as required; to confer on problems; to seek necessary approvals and to keep informed of departmental, Cooperative and subsidiary policies and procedures, and to discuss any unusual problems affecting the job. Provides professional, respectful, and courteous support to employees and management staff.

External: Maintains excellent relations with members, board of directors, employees, other cooperatives, vendors and the general public when carrying out the responsibilities of this position.

## Physical Requirements

This position requires sitting to complete work with a computer and telephone. Some walking and standing are also required, as well as occasional lifting and /or carrying and/or push/pulling of various items less than 20 pounds. Visual and audio acuity is essential to this position.

## Qualifications

To perform the job successfully, an individual should have the following education, competencies, and experience:

- High school diploma or equivalent required.
- Bachelor's degree in Business Administration/Management/Engineering or a technical degree in a utility-related field of study is preferred.
- Ten plus years of experience in electric utility industry with at least four of these years in progressively responsible management positions is highly desired, preferably within the rural electric program.
- Broad utility management experience including strategic planning, finance, operations, member communications, board, and employee relations.
- Solid financial knowledge and understanding of distribution cooperatives. Experience with

financial metrics and a detailed understanding of the key financial opportunities and risks along with the overall budget process.

- Previous experience supervising, training/developing, coaching, counseling, and disciplining workforce.
- High degree of ethical conduct, moral standards and confidentiality.
- Competencies in strategic planning and thinking, project management, business acumen, proven leadership, results driven, financial management, problem solving and excellent collaboration skills.
- Strong communication skills, both verbal and written, and the ability to effectively deal with people under difficult circumstances.
- Strong Commitment to and proven track record of ensuring safe working environment for all employees by implementing a safety program that eliminates or controls hazardous working conditions.

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*Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to the job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The employee(s) may be required to perform other duties as assigned.*