

Job Posting – (Non - Unit Posting)

Position: General Manager

Location: Friendship Office

Rate of Pay: Based on Experience

To Apply: Apply online at www.GovHRjobs.com

End of Posting: Friday, June 17, 2022, at 4:00 pm

Eligibility: This position is currently posted for application both to ACEC employees as well as to the outside.

Description Of Duties: See attached sheet for listing of job duties and job description. If you have any questions about this position, please contact John West.



Bill Gneiser
HR

May 6, 2022

Post:
Friendship (4), Wautoma, Pardeeville, Unit Chief Steward, Union Business Representative (Email)

CLASS TITLE: General Manager .

CLASS FUNCTION: Responsible for developing basic objectives, strategies, goals, policies and plans for the overall operation and administration of the Cooperative, subject to Board approval; as well as being responsible for ACEC's day-to-day operations and activities, ensuring that the business of the cooperative is conducted in accordance with ACEC's bylaws, policies, budget, strategic plan and objectives.

REPORTING RELATIONSHIPS:

- Reports to: Board of Directors
- Supervises: Management Team and Staff Assistant

EXAMPLES OF DUTIES: (illustrative, not inclusive)

- Formulates long range plans; develops programs, budgets and policies to achieve the plans and goals of the cooperative;
- Develops and recommends to the Board of Directors a comprehensive strategic plan and required short-range plans to achieve the stated mission; updates strategic plan and reports progress;
- Provides reports and information to the Board of Directors which will enable that body to review operations, to provide advice and guidance, to determine future goals, to approve necessary actions and to carry out its responsibility to the members;
- Develops appropriate policies to guide the Cooperative in its efforts; secures Board approval of key policies; disseminates policies to managers; monitors adherence to policies through reports and observations;
- Provide oversight for budget, personnel, labor, operations and contracts. Review and approve department needs and estimates;
- Monitor, manage and evaluate performance of direct staff. Motivate, encourage, support and coach employees' professional growth and development throughout the organization;
- Review and provide final approval on hiring, discipline, and termination recommendations;
- Act as spokesperson for the cooperative in matters of public, community relations and economic development throughout the service territory;
- Advocate for and contribute to strengthening the safety culture at the cooperative;

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- Ensures that short- and long-range business plans are developed by each department in support of the Cooperative's goals;
- Develops and maintains good working relationships with outside vendors to ensure Cooperative receives favorable consideration with regard to purchasing and delivery of power, materials, equipment, and services;
- Serve as the cooperative's representative before legislative bodies and industry associations, as appropriate;
- Ensure satisfactory resolution of personnel and labor issues including approval of collective bargaining agreement;
- Periodically evaluates the quality and cost effectiveness of all services provided to the members;
- Keeps abreast of current issues and concerns of the members;
- Keeps abreast of current and forecast business and economic conditions, nationally and within the service territory;
- Contributes to departments and Cooperative performance by completing other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the philosophy of Cooperative and their special operating characteristics;
- Must possess strong leadership and interpersonal skills that promote open communication, teamwork, collaboration, productivity, and accountability;
- Demonstrated experience and competency operating computers, office technology, and software applications such as Microsoft Word, Excel and Outlook;
- Ability to understand and comply with ACEC's safety policies, work rules and any applicable laws or regulations;
- Ability to maintain confidentiality in dealing with members records and confidential ACEC and employee information;

- Requires extensive knowledge of electrical cooperative system including infrastructure, function, capital credits and financing;
- Knowledge of financial practices and skills in using financial information for decision-making is required as is the ability to identify opportunities for managing costs and growing the cooperative while appropriately balancing and managing financial position;
- Ability to lead, motivate and develop personnel, evaluate the work of staff to manage productivity, maximize resources, and ensure that the cooperative's needs and goals are met;
- Possess excellent oral and written communications skills necessary to communicate clearly and effectively in both individual and group presentations settings with co-workers, members, vendors, board members and other audiences;
- Knowledge of human resources management and the ability to utilize appropriate means to retain, motivate, coach and reward and develop employees.

EXTERNAL RELATIONSHIPS:

- Members – Consumers
- General Public
- Dealer and Vendors Representatives
- Consultants
- Government (Local, State and Federal)
- News / Media Representatives

REQUIRED LICENSE / CERTIFICATIONS:

Must have a valid Wisconsin's Driver License.

DESIRABLE QUALIFICATIONS:

Graduation from an accredited college or university with a BA/BS degree with preferred major course of study engineering, finance, business administration or related; minimum of seven years senior level management experience and a proven record of career success OR any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

PHYSICAL QUALIFICATIONS:

Work is normally performed in a climate-controlled office environment with minimal physical exertion. Frequent interaction with consumers, government officials, community organizations and ACEC employees via written and verbal communications.

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Frequently travels to attend meetings and area facilities, often encountering poor weather conditions and vehicular traffic. May perform visual inspections of work sites and encounter slippery surfaces, uneven terrain and physical barriers.

Occasionally works at nights, weekends or holidays in the event of major outages performing whatever tasks are necessary to restore service as quickly and safely as possible.

This position is required to be a bona fide resident receiving electric service from the cooperative at their primary residence within 9 months of being hired.