

**PROVO RIVER WATER USERS ASSOCIATION
JOB DESCRIPTION**

Position Title: General Manager

Date: March 13, 2025

The General Manager is an at-will position appointed by the Board of Directors and employed by the Provo River Water Users Association. Duties are performed under the supervision and direction of the President of the Board. The General Manager is responsible for all management functions of the Association and delivery of services to Association shareholders.

Essential Duties:

1. Unless these duties are assigned to others by the Board of Directors, perform the duties of the General Manager, Treasurer, and Secretary of the Association as outlined in the Association's articles of incorporation, bylaws, and policies and procedures
2. Present information and make recommendations to the Board regarding policies, expenditures, and activities
3. Execute policies and directives established by the Board
4. Oversee preparation and Board-approved modifications of the articles of incorporation, bylaws, and policies and procedures
5. Oversee preparation and Board-approved modifications of the employee manual
6. Oversee hiring, training, evaluation, budgeted pay increases, and discipline of employees
7. Develop and implement an organizational structure
8. Recommend staffing levels, resource assessments, and succession planning to the Board
9. Oversees employee benefits package and annual renewal process, consistent with approved budget and Board direction and policy
10. Analyze Association financial condition and provide recommendations regarding appropriate level of assessments
11. Oversee preparation, administration, and reporting of annual budget
12. Oversee levying and collection of shareholder assessments and other accounts receivable
13. Oversee accounting activities of the Association
14. Establish adequate internal control practices
15. Oversee accounts payable process and payroll disbursements, including credit card payments
16. Authorize expenditure of funds and sign all checks to the extent required by Association policy
17. Direct investment of available funds and provide periodic reports to the Board
18. Arrange for regular Board of Directors meetings and provide proper notice of the meetings
19. In consultation with the President of the Board, prepare the agenda for the annual meeting and board meetings
20. In consultation with various committee chairpersons, prepare the agenda for committee meetings

21. Represent the Association on various boards, committees, hearings, court actions, negotiations, etc., and provide periodic reports to the Board
22. Coordinate Association communications and activities with public and private entities
23. Oversee emergency response and security measures and coordinate such activities with other agencies as needed
24. Oversee Association safety program
25. Coordinate activities of legal counsel
26. Coordinate activities with federal, state, and local representatives and agencies; coordinate activities of lobbyists and provide periodic reports to the Board
27. Meet regularly with shareholder representatives and attend various meetings of other agencies
28. Conduct meetings with Association personnel to coordinate key issues
29. Oversee day-to-day operation, maintenance, engineering, administration, and related efforts of the Provo River Project
30. Oversee development of information related to annual water supply availability and use and provide periodic reports to the Board and shareholders
31. Oversee procurement of services and goods

Marginal Duties

Performs other related duties: as assigned

Minimum Qualifications:

Education and Job-Related Experience: Graduate from an accredited four-year college or university with a Bachelor's Degree in Business Management, Engineering, Accounting, Public Administration, Finance, or related field and a minimum of three years of experience in executive management.

Certificates/Licenses: Valid Utah Driver's license.

Knowledge of: Computer software programs such as e-mail, word processing, spreadsheets and other related software. Ability to learn the functions of the Association, its purpose, organization, operation and related terminology.

Abilities: Expected to comprehend and construct detailed memos, letters, other correspondence, and actively participate in group meetings. Ability to supervise, communicate effectively orally and in written in English. Must have a solid understanding of organization, management, and administration. Must have ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Expected to prepare and present the financial status of the Association to the Board, financial agencies, employees, and others. Ability to analyze data and interpret results yielding varying outcomes that have an ultimate impact on overall operations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position.

While performing the duties of this position, the employee is regularly required to communicate with others so that information and ideas can be accurately exchanged. The employee is frequently required to remain in a stationary position for an extended period of time and move about the workplace.

The employee is occasionally required to: move about the workplace and position self to perform tasks, transport to locations outside the workplace premises, ascend and descend, and operate computer or other office productivity equipment.

The employee must lift weight or move and place objects as follows:

- Regularly: 1 to 5 pounds
- Frequently: 6 to 10 pounds
- Occasionally: 11 to 15 pounds
- Rarely: 16 to 75 pounds

Specific abilities include: Detecting, discerning and recognizing objects that are both near and far and also assess and estimate distances and spatial relationships between objects.

Working Conditions:

Normally, working conditions are comfortable with light physical activity. Travel to and from various sites may be required. Moderate exposure to heat, cold, dampness, chemicals, fumes, dust and noise. Frequent exposure to stress as a result of human behavior and the demands of the position.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. The Association reserves the right to add or change duties at any time.

Reviewed by the Executive Committee March 13, 2025

Signed by: Tom Godfrey
Board President

Date: 3-13-2025