

## **Job and Duty Descriptions**

### **General Manager**

#### **Overview:**

Working with, and under the general direction of, the Board of Trustees the General Manager is the chief administrator of the Oberlin Cable Co-op and in that capacity leads the staff in meeting the strategic objectives and the regular service objectives of the organization. The General Manager is the first point of contact to, and with, the membership and the broader community. The General Manager maintains current awareness of all relevant professional and legal issues as well as developing technologies. Under an approved budget, the General Manager has the authority to assign duties to staff, evaluate staff performance, authorize expenditures and enter into contracts on behalf of the organization. The General Manager ensures that the Board of Trustees is properly informed of all pertinent matters that may require Board involvement.

#### **Specific Duties:**

Board relationships: The GM

- Annually submits organizational strategic and operational plans for Board approval

- Submits assessment of ongoing strategic and operational activities

- Submits proposed budgets for Board approval

- Presents to the Board regular reports on the financial status of the organization

- Works with the Board to accomplish strategic or situational communications

- Attends to other matters as required by the organization's Charter.

Administrative Responsibilities - staff:

- Assigns work to staff

- Evaluates the work of staff

- Trains staff

Implements new or revised work processes

Assesses staff job descriptions and proposes revisions to the Board for approval

Recommends all hiring, disciplinary and termination matters to the Board.

#### Administrative Responsibilities - fiscal:

Prepares annual draft budgets for Board approval

Regularly reports on the execution of the budget during the year.

Acts as signatory authority for all expenditures under an approved budget

Prepares all special capital funds requests for Board approval and, with appropriate Board officers, acts as signatory authority.

Acts, when necessary, as signatory authority for all new special contracts with members. GM has the authority to modify contracts when necessary to achieve strategic outcomes, with appropriate communication to the Board after the fact.

#### Administrative Responsibilities - general:

Ensures compliance with all local, state and federal operational and reporting requirements.

Maintains good working relationships with appropriate civic, governmental, educational and community organizations

Addresses and resolves membership concerns and complaints

Maintains current awareness of all relevant professional and legal issues, as well as developing technologies.

Acts as the organization's representative to all appropriate professional organizations

Prepares reports as requested

#### Other duties as required:

Assists staff in basic duties to accomplish time-critical work