

General Manager
Job Details
Job Type
Full-time

The successful candidate is expected to fill the role of GM Designee/Deputy GM for approximately 20 months as the current GM is scheduled to retire in early 2027. At that time, the successful candidate will assume all GM duties.

Location
Pleasant Grove, UT

Description
The Provo River Water Users Association (Association) is seeking a General Manager candidate to lead the Association into the future. The General Manager is responsible for all management functions of the Association and delivery of services to Association shareholders. Applications will be accepted until close of business, April 9, 2025. The Association is an equal opportunity employer.

Application Submittal

Applications may be submitted via US Mail: Provo River Water Users Association, General Manager Position, Attn. Jeff Budge, 285 W 1100 N, Pleasant Grove, Utah 84062 or via email to assistantgm@prwua.org, The subject line must be, **Assistant GM Position**.

About The Association

The Provo River Project is operated and maintained by the Association and provides a municipal and industrial water supply for Utah and Salt Lake Counties. It also provides a supplemental irrigation water supply to lands in Utah, Salt Lake and Wasatch Counties. The principal storage facility for the Project is Deer Creek Reservoir, located on the Provo River approximately 16 miles northeast of Provo City. Deer Creek Reservoir stores floodwater from the Provo River and surplus water from the Weber and Duchesne Rivers. The delivery system consists of direct river diversions into irrigation canals in Wasatch County and through the Provo River Aqueduct in north Utah County and into Salt Lake County.

Essential Duties of General Manager:

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.

1. Present information and make recommendations to the Board regarding policies, expenditures, and activities
2. Execute policies and directives established by the Board
3. Oversee preparation and Board-approved modifications of the articles of incorporation, bylaws, and policies and procedures
4. Oversee preparation and Board-approved modifications of the employee manual
5. Oversee hiring, training, evaluation, budgeted pay increases, and discipline of employees

6. Develop and implement an organizational structure
7. Recommend staffing levels, resource assessments, and succession planning to the Board
8. Analyze Association financial condition and provide recommendations regarding appropriate level of assessments
9. Oversee preparation, administration, and reporting of annual budget
10. Oversee levying and collection of shareholder assessments and other accounts receivable
11. Oversee accounting activities of the Association
12. Establish adequate internal control practices
13. Oversee accounts payable process and payroll disbursements, including credit card payments
14. Authorize expenditure of funds and sign all checks to the extent required by Association policy
15. Direct investment of available funds and provide periodic reports to the Board
16. Arrange for regular Board of Directors meetings and provide proper notice of the meetings
17. In consultation with the President of the Board, prepare the agenda for the annual meeting and board meetings
18. In consultation with various committee chairpersons, prepare the agenda for committee meetings
19. Represent the Association on various boards, committees, hearings, court actions, negotiations, etc., and provide periodic reports to the Board
20. Coordinate Association communications and activities with public and private entities
21. Oversee emergency response and security measures and coordinate such activities with other agencies as needed
22. Oversee Association safety program
23. Coordinate activities of legal counsel
24. Coordinate activities with federal, state, and local representatives and agencies; coordinate activities of lobbyists and provide periodic reports to the Board
25. Meet regularly with shareholder representatives and attend various meetings of other agencies
26. Conduct meetings with Association personnel to coordinate key issues
27. Oversee day-to-day operation, maintenance, engineering, administration, and related efforts of the Provo River Project
28. Oversee development of information related to annual water supply availability and use and provide periodic reports to the Board and shareholders
29. Oversee procurement of services and goods

Benefits include, but are not limited to:

- Medical, dental, and vision insurance
- Vacation, sick, and personal leave
- 13 paid holidays
- 401k match program
- Utah State Retirement Plan (pension)

Requirements

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 3 years' 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.

Applications

Applicants will please provide the following for the Board of Directors Executive Committee use in selecting candidates for consideration:

- Resume
- Cover letter
- References will be requested from the top

Candidates selected for final interviews should plan on completing a brief writing exercise on a topic to be determined by the Board of Directors Executive Committee as part of the final selection process.

A post-offer background check and drug test will be required of the selected candidate.