

**CENTRAL MONTANA ELECTRIC POWER COOPERATIVE,
INC.**

Great Falls, MT

POSITION DESCRIPTION

CEO/GENERAL MANAGER

I. OBJECTIVE

- A. To plan, organize, direct, coordinate and control all Central Montana Electric Power Cooperative, Inc. (CMEPC) Human, financial and technical resources to provide for an efficient and effective organization.
- B. To provide advice and assistance to the Board of Directors that will enable them to make sound business decisions.
- C. To diligently search for opportunity to obtain savings or minimize any unavoidable increased costs to the organization and its members, while maintaining long term positive relationships with affiliated organizations.

II. REPORTING RELATIONSHIPS

Reports to: Board of Directors

III. RESPONSIBILITIES AND AUTHORITIES

A. Planning and Controls

- 1. Develops budget and submits to Board for approval.
- 2. Manages budgets and CMEPC's economic affairs
- 3. With the Board of Directors, develops viewpoints, objectives and policies and reviews them to determine if any revisions are needed.

B. Organization

- 1. Develops organization structure of CMEPC.
- 2. Determines if additional staff or contracted assistance is needed
- 3. Develops, generates and maintains team spirit and enthusiasm throughout CMEPC.

POSITION DESCRIPTION -- GENERAL MANAGER

C. Operations

1. Establishes a course of action for the Cooperative through consultation with the Board, reviews studies, forecasts and budgets, and develops strategies and operational policies to achieve established objectives.
4. Consults and advises the Board of matters pertaining to policies, plans, programs, as required.
5. Keeps Board fully informed on the end results of the operations.
6. Keeps the Board and member system managers informed with information impacting and regarding Central through regular updates and timely forwarding of information.
7. Develops and maintains an organization to meet member needs. Responds to questions and provides full information
8. Continually assesses needs and opportunities from staffing to operational, to best serve its members at the lowest cost consistent with Central's short- and long-term needs.

D. External

1. Affiliated Organizations: Represents CMEPC at meetings of affiliated organizations and serves on committees in the best interest of the Cooperative.
2. Basin: Negotiates favorable contracts for the purchase and bulk system delivery of power. Works closely with Basin providing service to CMEPC members.
3. WAPA: Maintains strong relationships and contracts protecting the allocation and current and long-term costs as low as practicable
4. Other Cooperative Power Suppliers: Exchanges information and provides advice and assistance.
5. Other Utilities: Exchanges information and cooperates within projects of mutual interest.
7. Other Agencies: Responds to inquiries and furnishes required information as needed.

POSITION DESCRIPTION -- GENERAL MANAGER

IV. REQUIREMENTS

A degree and/or experience in engineering, business or related field. Should have knowledge of the cooperative program and an understanding of relationships between a distribution cooperative and whole power suppliers. Should have demonstrated ability in the application of management techniques to produce the fullest utilization of all resources available. Excellent oral and written communication skills. Must be insurable under CMEPC's insurance and possess or be able to obtain a valid Montana driver's license.