

**ALBEMARLE ELECTRIC MEMEBERSHIP CORPORATION**  
**JOB DESCRIPTION**

**TITLE: Executive Vice President and General Manager**

**DEPT: Administration**

**FMLSA: Exempt**

**REPORTS TO: Albemarle EMC Board of Directors**

Albemarle Electric Membership Corporation (AEMC) is an electric distribution cooperative that serves approximately 13,000 members in five counties located in northeastern North Carolina. AEMC strives to safely deliver reliable power and related energy solutions to our members and local communities by providing the highest value through service excellence.

**Job Summary:** The Executive Vice President (EVP) and General Manager (GM) will be the person responsible for providing the day-to-day leadership, support, and directions to cooperative personnel to accomplish the business objectives and needs of the Cooperative. They will work closely with and report to the Board of Directors providing leadership, advice, guidance, and assistance concerning the industry, strategic planning, business objectives and policy needs that will support the cooperative's mission and the cooperative employees and member-owner needs.

**Supervisory Responsibilities:** Responsible for the management team and administrative staff as direct reports. This position is responsible for all employees but will rely on each department's management for day-to-day supervision, input, and assistance.

**Duties/Responsibilities:**

1. This position is responsible for the following Planning and Controls
  - a. Ensuring that the activities and operations of the cooperative are conducted in accordance with the bylaws, policies, mission, and goals established by the Board of Directors.
  - b. Guide, assist, and work closely with the Board of Directors in developing goals, policies and plans to accomplish cooperative goals and objectives.
  - c. Plan, conduct, and attend Annual Member Meeting, board meetings, employee meetings, trainings, state and national cooperative meetings and trainings.
  - d. Conduct yourself in a professional manner providing data, facilitating participation, and building consensus among the directors, members, and employees along with state and national industry organizations providing a positive image and promoting the interest of AEMC.
2. Provide and assist in the approval of the annual budget, capital expenditures, financial plan, and competitive pricing system. Understanding and assisting in presenting to the Board for approval the capital expenditures and budgetary limits.
3. Develop and oversee the Cooperatives' accounting and financial plans and programs.
  - a. Ensure that the programs and resources meet the operating needs of the cooperative and the Cooperative's assets are properly utilized.

- b. Guarantee the internal controls are in place and being utilized, and periodically evaluated for any corrective actions needed.
  - c. Ensure that with the system, plans and controls in place provide that the Cooperative has a solid financial position, providing timely and accurate reporting to the Board of Directors.
- Promptly implement the approved Financial Auditor's recommendations.
- 4. Oversee the hiring, benefits, training, discipline of all employees and specifically oversee the supervision of the administrative department and management team member's day-to-day operation, including but not limited to approval of time, time-off requests, travel, education, evaluations and pay .
- 5. Responsible for overseeing and maintaining the wage and salary plan and the benefit plans for all cooperative employees.
- 6. Ensure the development and efficient utilization of the Human Resource department reviewing personnel policies and procedures, job descriptions, employee training and benefit plans. Ensure that all state and federal laws and AEMC policies and procedures are being followed.
- 7. Ensure that you, the Board of Directors, and all employees are provided with educational and informational opportunities as needed for their position.
- 8. Monitor to ensure that their management team and department heads have an accurate understanding of their duties and are completing duties including their supervisory responsibilities in accordance with the policies and procedure of the Cooperative and that the work is being completed in a professional work environment.
- 9. Have a thorough knowledge and understanding of the Cooperative's strategic plans, personnel policies, and programs, ensuring that the cooperative is in State and Federal compliance. Developing and submitting recommendations to the Board of Directors for approval.
- 10. Create a positive and professional work environment for the employees of AEMC, encouraging team-style work effort, creativity, and/or natural leadership. Encouraging constructive resolution of conflicts, streamline workflow and the completion of their day-to-day tasks without unnecessary steps.
- 11. Work closely with AEMC attorney to coordinate and/or oversee the coordination of litigation or other activities related to potential litigation in which the Cooperative may be or may become involved is resolved.
- 12. Keep abreast of all pending and current industry changes and legislative issues with potential to impact the AEMC and report such items to the Board of Directors and employees.
- 13. Complete all necessary reports on a weekly, monthly, and annual basis in an accurate and timely manner.
- 14. Delegate responsibilities and authorities to those who report to this position, understanding that this position is ultimately responsible for completion and accuracy.
- 15. Promote effective public relations by securing and furnishing information; resolves or adjusts complaints and misunderstandings; gains acceptance and understanding of AEMC programs, policies, or services.
- 16. Effectively listening to others including employees, members, and directors to ensure a complete understanding is a necessary skill.
- 17. Have a thorough understanding of the relationship between this position and the Board of Directors and between the Cooperative and its Member-Owners.

18. Must have a clear understanding of the electrical distribution system, electrical substation and electrical transmission system design and operation.
19. All employees shall be trained in and familiar with the safety related work practices, safety procedures and other safety requirements in the cooperative's safety manual that pertain to their respective job duties.
20. It is the employee's responsibility to attend regular safety training, safety tailgates, and work in a safe manner following the practices and procedures set by the company.
21. The employee may be asked to perform other related duties assigned by management that are not listed.

**Skills / Abilities:**

1. Must have a Bachelor's degree (B.A.) from a four-year College or University in the field of business, engineering or accounting.
2. Required to have a minimum of ten years of progressive administrative, management, and/or supervision responsibilities and a minimum of five years of supervisory experience at a senior management level.
3. Leadership with the public, consumers, and community groups is helpful in this position.
4. A background in electric cooperatives or the utility industry is also considered a valuable asset.
5. Strong people management, motivational, customer service and communication skills both oral and written are necessary.
6. Must reside within the Cooperative service footprint. Understands they must be able to arrive at the Cooperative office within the necessary timeframe for major events or emergencies.
7. Must be able to report to work in all weather conditions, which may include around-the-clock operations. Will be expected to assist as needed during a large-scale outage or emergency, helping with any task deemed necessary and safe by management.
8. Excellent computer skills including Microsoft Office, Excel, and other programs to accurately complete records, access system maps and directions, access, and complete on-line education are necessary.
9. Essential job functions will require the ability to read, write, verbally communicate accurately, and understand other's directives and responses. Observe details at close range and at a distance.
10. Must have the physical and mental capability to complete tasks while walking, sitting, bending, kneeling, stooping, crawling, pushing, pulling, carrying, lifting, stretching, climbing.
11. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

*Albemarle Electric Membership Corporation is an equal opportunity employer and will consider all applications without regard to race, sex, color, age, religion, national origin, protected veteran status, disability, sexual orientation, gender identity, genetic information or any characteristic protected by law.*