



Position Title: General Manager

Reports To: Board of Trustees

Employment: Full-time

FLSA Status: Exempt

Work Place Introduction

Laurens Municipal Power & Communications provides reliable, safe and affordable electric, internet and telephone services. Our mission is to support and enhance the quality of life in our community through honesty, integrity and respect. We value excellence and a community minded approach.

Position Purpose

The **General Manager** is responsible for the overall leadership, management, and administration of the Municipal Electric Utility and the Municipal Communications Utility. The General Manager works closely with the Board of Trustees to set strategic direction, ensure regulatory compliance, and maintain the utility's financial health. As the utility's senior leader in a small, close-knit community, the General Manager is expected to be a visible, approachable presence who represents the utility with integrity and builds strong relationships with employees, customers, and community partners.

Duties and Responsibilities

- Oversee operations of the Office, Electric, and Communications Departments.
- Serve as liaison between Staff and the Board of Trustees.
- Attend all Board of Trustees meetings; develop and recommend policies, rates, and long-range plans to the Board of Trustees; implement Board decisions and directives.
- Prepare and manage the annual operating and capital budgets; monitor financial performance, and report regularly to the Board of Trustees.
- Ensure compliance with all applicable federal, state, and local laws and regulations, including safety, environmental, and utility-specific requirements.
- Recruit, hire, train, supervise, and evaluate utility staff; foster a positive, safety-focused work culture.
- Negotiate and administer contracts with vendors, power suppliers, engineering firms, and other service providers.
- Oversee maintenance, repair, and capital improvements of the electric, internet, and telephone infrastructure.
- Respond and assist with emergencies and storm restoration efforts; This includes after-hour availability as needed.
- Assist the Office and Departments in resolving problems or issues that arise
- Serve on the North Iowa Municipal Electric Cooperative Association (NIMECA) Board of Directors
- Represent LMPC at Board meetings, community events, and regional or state utility association functions.

- Stay current on industry trends, new technologies, and regulatory changes affecting municipal utilities.

Knowledge and Skills

- Knowledge of the principles and methods of public administration, public finance, and municipal government.
- High degree of integrity, discretion, and professionalism in handling confidential information.
- Experience with budgeting, financial analysis, capital planning, purchasing, contracts, and fiscal oversight.
- Experience working with engineers, consultants, and contractors.
- Strong organizational skills with the ability to manage multiple priorities and projects.
- Proficient Microsoft Office skills, including Word and Excel.
- Proficient with office software, billing systems, and general technology tools.
- Possess good communication skills with proven ability to project a friendly, helpful, and intelligent personality to all customers and the public.
- Comfortable working in a small office environment, contributing to a productive and collaborative team.

Education / Training Preferences

- Bachelor's degree in public administration, business administration, engineering, accounting, or a related field preferred.
- Minimum of five (5) years' experience in utility operations, management, or a related field or any equivalent combination of experience and training which provides the ability to perform the job functions as defined.
- Prior supervisory or leadership experience with the ability to build and manage an effective team.

Required Licenses, Registrations, and Certifications

- Valid Driver License
- Authorized to work in the United States

Physical Requirements and Work Environment

- Work is primarily performed in an office setting with regular visits to utility facilities, which may include exposure to varying weather conditions and outdoor terrain.
- Must be available to respond to emergencies outside of normal business hours, including nights, weekends, and holidays.
- Sitting: up to an hour or two at a time at a desk
- Standing: up to 30 minutes at a time
- Walking: walk throughout LMPC facilities
- Lifting and Carrying: lift and carry up to 40lbs
- Pushing/Pulling: Access file cabinets and drawers
- Hand coordination: bilateral hand coordination to write, type, use mouse, and handle paperwork

Residency Requirement

- Desired preference: All LMPC employees live in Laurens, allowing the individual to receive services provided by LMPC and understand the experience encountered by our customers.

Work Environment

- Most work is performed in an office, seated at a desk, using a computer or other office equipment. Frequent interruptions such as phone calls or visits from customers, engineers, consultants, and/or co-workers.
- Work volume will fluctuate. Work will consist of time-sensitive and long-term projects. Self-motivation and time management skills are essential.
- Position descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Laurens Municipal Power & Communications reserves the right to change or reassign job duties or combine positions at any time.

All requirements are subject to possible modifications to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodation with Laurens Municipal Power & Communications.

Laurens Municipal Power & Communications is an equal opportunity employer.

Our Mission

- Provide reliable, safe, and affordable Electric, Internet and Telephone services
- Support and enhance the quality of life of our community and employees

Our Values

- Honesty, Integrity, & Respect – Treat others the way we want to be treated
- Excellence – Committed to providing safe, reliable, and affordable products and services
- Community Minded – Improve the quality of life and vitality of our community