



## **JOB TITLE - General Manager**

## **JOB DESCRIPTION - April 2019**

The General Manager works directly for the Board of Directors (as a whole,) and is responsible for carrying out the directives of the Board and IFA policy. The General Manager will delegate to the Managers as the General Manager sees fit and as IFA policies provide for. The following is what the General Manager's responsibilities and duties are:

### **The General Manager will be:**

- Responsible for the communications, planning, coordination, supervision and administration of the overall financial, legal, and operational affairs of the Inter-island Ferry Authority;
- Provide leadership and vision to the Board of Directors by assisting in the development of long range and annual plans that further the achievement of IFA goals and mission. The General Manager will also facilitate the development, review and implementation of policies that support these plans and goals;
- Responsible for communication of the IFA mission statement and IFA issues to the Board of Directors, IFA employees, the news media/public and to political and regulatory agencies;
- Ensure the continued financial viability of IFA operations through sound fiscal management and the cultivation of new and existing relationships with funding sources to secure and expand state and federal revenue streams;
- Plan, direct and coordinate IFA operational and human resource activities to ensure that operations run smoothly, cost effectively and according to company policy and in compliance with state and federal employment regulations; and
- Perform his or her duties in a manner that reflects positively on the IFA and is responsible for maintaining a level of professional expertise that promotes efficient use of all resources available to the IFA.
- Maintain a positive and professional working relationship with managers and all employees.

### **Specific Duties of the General Manager are:**

- Consults with and reports to the IFA Board of Directors. Act as liaison between IFA Board of Directors and managers in the establishment of long-and short-range goals, policies and procedures for IFA;
- Directs and guides managers' implementation of goals and programs to ensure meeting IFA mission statements;
- Promotes IFA within the SE Alaska communities to continually improve public knowledge, understanding, confidence and support on behalf of the IFA Board of Directors;
- Coordinates IFA General Manager's activities with other IFA managers and functions;

- Participates in the preparation, annual review, and updates to the IFA budget and Business Plan;
- Supervises and directs all contracted functions not under direct supervision of IFA managers;
- Coordinates, plans and implements special tasks and programs outside the scope of the IFA department structure;
- Prepares reports for, coordinates, and attends meetings of the IFA Board of Directors on a regular schedule;
- Oversees the acquisition and administration of grant funding for all elements of IFA;
- Provide quarterly evaluation, review and reports on progress of all IFA planning and operational activities to the Board of Directors;
- Ensure managers and supervisors implementation of the company's policies and procedures. Provide policy interpretation to cover any gray or unclear areas that might present themselves during the company's operations;
- Oversee preparation of an annual budget;
- Manage effectively within the annual budget;
- Supervise cash management activities;
- Manage and cultivate new and existing relationships with funders to secure and expand state and federal revenue stream;
- Oversee preparation and delivery of financial reports to the Board of Directors at least monthly; and
- Perform similar, incidental and other duties as assigned by the IFA Board of Directors.

**Knowledge and Abilities of the General Manager are:**

BS, BA or graduate college degree preferred. At least five years of management level experience preferred. Specific course work in business or public administration, transportation management, and related fields desirable.

Current experience and demonstrated capability in coordinating, supervision and administering the promotion, planning, implementation and evaluation of the typical range of IFA services required.

**Specific experience and skills preferred are:**

- Knowledge of marine transportation industry;
- Interaction with federal, state, and local government;
- Local government systems and procedures;
- Administration of professional and other service contracts;
- Proven skills in business and financial management;
- Human Resource planning, policy development and administration;
- Effective problem solving and mediation skills;
- Administration of construction, maintenance or repair projects;
- Budget administration;
- Supervision, delegation, and motivation;
- Working independently;
- Must be able to communicate professionally and effectively, in English, both written and oral;
- Ability to cope with and lead IFA through conflict, stress and crisis situations;
- Excellent proven interpersonal, verbal and written communication skills;

- Demonstrated ability to work with the public and governmental agencies in a positive and professional manner; and
- Computer proficiency.

**Certificates and Credentials required are:**

- Valid Alaska driver's license;
- Transportation Workers Identification Credential (TWIC) card; and
- Obtain a valid Alaska driver's license upon hire.

**Job Conditions:**

This job is located in Hollis, Alaska.

**Compensation:**

Salary DOE; Health and Life Insurance; IFA travel benefits and optional supplemental life and disability insurance. Optional benefits are purchased by employee through payroll deductions. Upon completion of six-month probationary period participation in PERS Retirement program.