

JOB DESCRIPTION

<u>Job Title:</u>	General Manager
<u>FLSA Status:</u>	Exempt
<u>Responsible To:</u>	Board of Directors

Summary Description: The General Manager serves as chief executive officer of a 1600 unit housing Cooperative (Greenbelt Homes, Inc. - GHI) and of its subsidiary (Greenbelt Development Corporation - GDC). As approved by the Board of Directors, directs the implementation, consistent interpretation and achievement of short- and long-range objectives, policies, budgets and operating plans for the organization. Establishes an organizational hierarchy and delegates limits of authority to departmental directors regarding policies, contractual commitments, expenditures and personnel matters. Represents the organization to the Cooperative community, other business groups, representatives of government and regulatory agencies, and the general public. Serves as chief advisor to the Board of Directors during its deliberations and activities.

Essential Job Functions:

I. LEADERSHIP & MANAGEMENT:

1. Oversees the maintenance, repair, and upkeep of the Cooperative dwelling units, grounds, and buildings consistent with GHI policy.
2. Assures compliance with GHI bylaws and all applicable federal, state and local regulations.
3. Directs the activities of a staff of 45-50 professional, administrative, technical, trade, and clerical personnel currently in all departments: Physical Plant Operations (includes Maintenance and Technical Services) Finance, Member Services and Human Resources.
4. Directs the day-to-day operations of the Cooperative, implementing the policies set by the Board of Directors, including the enforcement of regulations and contracts.
5. Ensures adequate controls over receipts, expenditures, inventory, and the physical property.
6. Establishes the organizational structure and functions of staff.
7. Hires and discharges all employees in accordance with established personnel policies.
8. Interfaces with federal, state, county and city agencies with references to legislation and other matters of concern to GHI (e.g. zoning, taxes, woodlands protection, etc.).
9. Negotiates loan commitments, legal agreements, insurance coverage & other contracts for Board approval.
10. Networks & maintains relationships with other Cooperative organizations on matters of mutual interest.
11. Performs other duties consistent with the responsibility of a chief executive officer, or as assigned by the Board of Directors.
12. Safeguards all company records and files.

Attachment #2

II. BOARD RELATIONS:

1. Advises the Board as it develops policies, programs, and regulations.
2. Prepares executive summaries, reports and proposals as requested by the Board.

III. FINANCIAL MANAGEMENT:

1. Manages all financial aspects of the Cooperative, and oversees the preparation of the annual budget for approval by the Board.
2. Oversees the purchase, custody and use of materials, equipment and supplies, including vehicles.

IV. MEMBERSHIP:

1. Fosters a congenial teambuilding environment through communications with membership on company matters, and ensures responsiveness to member complaints and concerns.

Qualifications: Bachelor's Degree in Business Administration, Organizational Management, Finance or comparable discipline. MBA a plus. Minimum of ten years of successful management experience, coop management experience a plus. Excellent communications skills, conflict management training and public speaking experience a plus. Ability to relate to all levels in an organization, including difficult and emotionally challenged individuals. Familiar with current technology and computer systems, including MS Office Suite (advanced skills in Excel, Access). Prior experience in areas of finance, human resources, facilitating-training and/or maintenance management desirable.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made, providing it is financially feasible for GHI. While performing this job, the employee regularly talks and hears, sits, stands, walks, bends, climbs steps, stoops, writes. Uses hands to finger and handle objects. Specific vision abilities required by this job include close vision and the ability to view computer screens.

GHI MAY MODIFY THIS JOB DESCRIPTION AT ANY TIME, BASED UPON COMPANY NEEDS.