



## POSITION DESCRIPTION

<b>Job Duties</b>	
Briefly describe the most important duties performed in the normal course of work. List, in order of importance, the specific duties performed on a regular basis. Estimate the percentage of time spent on each duty. Primary responsibilities are those tasks that are basic, necessary, and an integral part of the job. Other responsibilities are those considered peripheral, incidental, or a minimal part of the job.	
<b>Functional Area: Staff Supervision</b>	<b>Estimated Percentage of Time: 20%</b>
The general manager oversees all of the Eaglecrest staff including those in the areas of mountain operations, base operations, maintenance, snow sports school, rentals and ski shop, food and beverage services, and marketing and events. It is the general manager's responsibility to lead, train, and evaluate senior staff and to provide guidance and support as needed to allow them to perform their duties and supervise the employees who report to them.	
<b>Functional Area: Operations</b>	<b>Estimated Percentage of Time: 20%</b>
The general manager is ultimately responsible for overseeing all aspects of mountain and base activities and functions. While Eaglecrest employs staff who are tasked with most areas of operations, it is expected that the general manager will also assist staff and managers as needed. This hands-on portion of the position requires knowledge of mountain and base operations and facilities. These include, but are not limited to: snowmaking; grooming; lift, vehicle, and facilities maintenance; power generation; water works; snow clearing (winter and summer); summer trail maintenance; Nordic trail maintenance and track setting; ski patrol; snowsports school; rental, retail and repair shop; food service; bus schedule and operation; janitorial; lodge and facility rentals.	
<b>Functional Area: Financial Management</b>	<b>Estimated Percentage of Time: 20%</b>
The general manager oversees accounting and finances, the implementation and management of operational plans, development of interim financial reports that clearly interpret business performance, and annual budget documents.	
<b>Functional Area: Board of Directors Related Duties</b>	<b>Estimated Percentage of Time: 10%</b>
The general manager works closely with the Eaglecrest Board of Directors. The general manager reports to the Board who oversees the position and is ultimately responsible for major decisions regarding the ski area. The general manager must attend board meetings, keep the board informed of the budget, major purchases, strategic plans, events, policies, and the state of the ski area. The general manager is responsible for implementing board directives and communicating them, when relevant, to senior staff.	
<b>Functional Area: Planning</b>	<b>Estimated Percentage of Time: 15%</b>
The general manager is responsible for both short- and long-term strategic planning. The general manager must create, maintain, update and execute an area management plan approved by the Board with input obtained by the Board, staff and members of the public to determine information needs for the ski area. In order to do this successfully, the general manager must keep informed of evolving trends in the winter sports and tourism industries.	
<b>Functional Area: Community and Public Relations</b>	<b>Estimated Percentage of Time: 15%</b>
The general manager represents Eaglecrest to the Juneau City Assembly, the media, the general public, and Eaglecrest users. In this, the general manager is the key link between the Board and ski area	



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stakeholders. The general manager is responsible for engaging the community and the Board to determine how ski area management can deliver and/or facilitate excellent recreational opportunities.