



Position: Anthony Lakes Mountain Resort (ALMR) General Manager
Reports To: Anthony Lakes Outdoor Recreation Association (ALORA) President

Position Overview:

The Anthony Lakes Mountain Resort (ALMR) General Manager is responsible for executing ALMR's business plan and ensuring the successful operations of ALMR summer and winter operations.

The primary responsibilities include leading and overseeing the management team's execution for Anthony Lakes Mountain Resort, and any other business that ALMR may acquire or start up. Areas of responsibility currently include but are not limited to: Mountain Operations, Retail Sales, Rentals, Nordic, Food and Beverage, Cat Skiing, Yurt and Lodging Operations, and Summer Operations.

The General Manager works closely with the ALORA President and the ALORA Board of Directors (BOD) to develop long and short-range goals and ensure that ALMR moves toward the achievement of those goals which are aligned with ALORA's Mission and Strategic Plan.

The General Manager is the ALMR representative to guests, employees, community organizations, local Boards associated with various enterprises, local municipalities and/or County government, and the US Forest Service.

ESSENTIAL SUPERVISORY FUNCTIONS:

Personnel:

- Develop job descriptions and standards to communicate to key employees their responsibilities.
- Establish employee compensation and incentive plans that are fair and competitive within the local market.
- Provide coaching and mentoring to managers and employees to help them reach their full potential
- Organize and direct employee safety, housekeeping, and quality of service in all areas of operation.
- Directly supervise the ALMR management team. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsible for all personnel planning, assigning, directing work, appraising performance, and directing positive feedback or disciplinary measures.
- Responsible for addressing all complaints and resolving problems.
- Ensure that the selection, training, and ongoing direction for ALMR employees maintains a high level of job satisfaction, morale, and teamwork among all employees.

Financial:

- Develop and achieve department financial and budgeting goals as established in the annual business plan.
- Provide and review quarterly reconciled department financial statements to ALORA President on timely basis. Review budgets quarterly with the ALORA President and ALORA Controller
- Monitor department revenues and expenses using established reports and methods.
- Assure proper insurance coverages are in place at competitive rates for general liability, property, and work comp.
- Ensure appropriate cash and inventory controls are in place.
- Responsible for basic daily bookkeeping:
 - Accounts Payable
 - Daily Sales
- Authorize purchase requisitions and review accounts payable and payroll monthly.
- Develop and submit a three-year Capital Expenditure plan to the ALORA Executive Director by April 15 of every year.

Operations:

- Assure that operational guidelines, inspections, and maintenance work is current for all departments.
- Develop and oversee all preventative maintenance programs.
- Review, maintain and educate employees on all emergency procedures.
- Develop and maintain safety measures and documents that are in accordance with insurance carrier and state/federal requirements
- Follow all local state and federal water testing requirements as well as ensure proper annual maintenance of all utilities
- Ensure housekeeping and maintenance standards are met at all department locations.
- Work with the ALORA Marketing Director for the creation and implementation of the annual ALMR marketing plan and advertising budget
- Oversee all contracts and permits for each department. This may include coordination with the ALORA President on negotiations with outside entities. Examples are: Master Development Plan, Sno-Park Contract, snow removal contracts, Forest Service winter and summer operating plans, miscellaneous business permits and MOU's, etc.
- Create and deliver annual summer and winter operating plans to the Wallowa-Whitman National Forest (WWNF) in a timely manner to ensure approval prior to summer and winter activities.
- Maintain, build, and grow the positive working relationship ALMR holds with the WWNF and will be the primary contact and representative for ALMR for all WWNF communication pertaining to ALMR
- Oversight of the Anthony Lakes Ski Patrol (all volunteer patrol)
- Works in partnership with the Anthony Lakes Ski Racing Association (ALSRA)
- Establish a partnering relationship with all appropriate entities and partners to assure maximum cooperation, efficiency, and productivity for ALMR. These include but are not limited to the US Forest Service, the Ski Patrol, Baker 5J School District, City of Baker City, local County officials, Winter Recreation Advisory Committee (sno-park), Eastern Oregon Visitor Association, etc.
- Effectively represent ALMR in the community with active leadership and participation.

ALORA President and Board of Directors (BOD) Communication:

- At General Manager annual review:
 - Determine with ALORA President if ALORA is on track with its Long-Term Strategic Plan and make appropriate changes depending upon status.
 - Set Goals for the upcoming year for the GM, ALMR and appropriate management.
- Prepare and deliver a high-level, GM quarterly operations report to the ALORA President and Board of Directors for all ALMR Departments.
- Review all season pass pricing with ALORA President prior to early sales period. Recommend any pricing changes.
- Communicate with the ALORA President and Board of Directors on major developments and issues as appropriate.
- Work with President collaboratively to explore new business opportunities to enhance and grow the mission of ALMR

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION AND / OR EXPERIENCE:** Bachelor's Degree or equivalent from a four-year college and three years related experience in ski area operations, management, and business experience; or equivalent combination of education and experience. Experience in the operation and applications of a personal computer.
- **LANGUAGE SKILLS:** Ability to read, analyze, and interpret documents such as industry periodicals, professional journals, technical procedures, or government regulations. Have the ability to write reports, business correspondence, and procedure manuals. Have the ability to effectively present information and respond to questions from groups of staff, guests, the general public, and the BOD.
- **OTHER SKILLS AND ABILITIES:** Decision making, customer service, interpersonal skills, and competence in a teamwork environment are essential to success in this position. Intermediate skiing or snowboarding and golf is contributory to success in this position. Must have a valid Oregon driver's license with a record acceptable to ALMR insurance carrier.

ALMR is an Equal Opportunity Employer

To apply, please send cover letter and resume to jobs@anthonylakes.com.