

GENERAL MANAGER

OPENING DATE: September 15, 2026

CLOSING DATE: October 15, 2026

EMPLOYMENT OPPORTUNITY

The Stansbury Service Agency ("Agency") is seeking to hire a General Manager (GM). This is a full-time position. Acts as the Chief Executive Officer (CEO) of the organization supervising day-to-day operations, projects and other requirements as directed by Stansbury Service Agency the Board of Directors ("The Board").

JOB RESPONSIBILITIES

The following responsibilities are representative of the work performed in this position and are not all-inclusive. Applicants must be able to perform the essential functions of the position, with or without reasonable accommodation.

- Directly supervises administrative and operational staff, including the managers responsible for the golf course, swimming pool, athletic fields, parks, lake, cemetery, and library.
- The GM is responsible for execution of board directed projects, including looking for and accessing grants to help fund the projects.
- The GM has sole authority over the hiring, supervision, discipline, and termination of Agency staff, subject to Board-adopted personnel rules.
- Responsible for managing, maintaining, and improving the agency recreation facilities, parks and other assets,
- Administers Agency's six million operational and capital development budget, implementing with the Budget Officer, sufficient controls to prevent misuse of public funds.
- Negotiates for board approval contracts, leases, easements and other land transactions, and represents the Agency in dealings with businesses, developers and other property owners and administers approved contracts.
- At the direction of the board, may represent the Agency at meetings with State and local government organizations.
- Responsible to develop draft budget for the following year for review by the Finance Committee before it is presented to the board for approval.
- Prepares and presents regular financial and operational reports to the Board
- Responsible for oversight of the records management, human resources, and safety programs.
- The GM, not individual Trustees, is the Agency's first line of inquiry into operational or financial concerns.

REQUIRED QUALIFICATIONS

Candidates must demonstrate the following:

- Bachelor's degree in business administration, public administration, construction/engineering management, real estate, or a related field. Six years of experience in a related field, two of which

must be in a managerial role. An additional 10 years of progressively responsible experience managing a multi-divisional organization may be substituted for the degree requirement.

- Demonstrated experience in financial oversight, budgeting, and internal controls at a scale sufficient to responsibly manage and protect public assets.
- Proven supervisory experience managing multiple departments and subordinate managers.
- Valid driver's license and legal authorization to work in the United States.
- Available to attend evening Board meetings and respond to emergencies; regular presence required at all Agency parks, amenities, and facilities, with reasonable accommodation available.

PREFERRED SKILLS & KNOWLEDGE

- Master's degree, such as an MBA, MPA, or equivalent relevant degree.
- Previous experience as a city/town manager, special district general manager, public-agency executive, or comparable chief executive.
- Working knowledge of the Utah Open and Public Meetings Act (OPMA), Government Records Access and Management Act (GRAMA), and Utah Procurement Code.
- Professional certification in a relevant management, engineering, construction, or related field.
- Ability to establish and maintain effective relationships with businesses, government agencies, community organizations, and the public.
- Familiarity with the operation and maintenance of golf courses, aquatics facilities, parks, and recreational infrastructure, and in-depth knowledge of irrigation systems.
- Excellent public presentation and written communication skills, including the ability to prepare policies, Board reports, grant applications, and other professional documents.
- Knowledge of land-use planning, zoning regulations, and community development principles.
- Demonstrated experience negotiating and administering contracts and projects involving commercial entities or federal, state, county, municipal, utility, transportation, or special-district organizations.
- Experience negotiating and administering land transactions, easements, leases, and development agreements involving multiple stakeholders.

SALARY & BENEFITS

\$90,000 – \$135,000 ANNUALLY

Starting salary will be determined based on qualifications, education, experience, leadership background, and demonstrated competencies. Benefits include Health insurance, Retirement benefits. Full-time employment benefits in accordance with Agency policies and applicable benefit plans

ABOUT STANSBURY SERVICE AGENCY

The Stansbury Service Agency maintains 400+ acres of parks and facilities in Stansbury Park, UT, and was established for the purpose of providing recreation services and owning, operating, and maintaining the golf course, clubhouse, swimming pool, sailing lake, and playgrounds, along with all related equipment, facilities, and grounds.

HOW TO APPLY

To apply, please submit your resume, cover letter, and references to employment@stansburypark.gov. You may also mail your application or apply in person at the Stansbury Service Agency's office at 1 Country Club Dr., Ste 1, Stansbury Park, UT 84074.

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