



## **YAKAMA FOREST PRODUCTS - Job Description Form**

P.O. BOX 489 • 3191 WESLEY ROAD • WHITE SWAN WA 98952

(509) 874-3000 • FAX (509) 874-2183

*"Respecting the Forest, Honoring the Past, Building the Future."*

Job Title: General Manager  
Reports to: YFP Board of Directors  
Department: Administration  
Status: Full-time/ Salary/ Exempt  
Closing Date: Open until Filled

Identify Internal/External Customers: Board of Directors, Tribal Council, department managers, department supervisors, office support staff, and public.

Summary of Duties and Responsibilities: Coordinates and directs the activities of all departments at Yakama Forest Products, including Sawmill Manufacturing; Sales and Marketing of lumber, logs and biproducts; Finance and Accounting, Forestry and Timber; Information Technology; and Human Resource Management.

### Primary Duties and Responsibilities

#### Required Skills, Knowledge, and Abilities:

- Ability to manage the operation thorough the understanding of industry fundamentals; being the wood products manufacturing industry trends, cycles, competitors, sawmill technology, wood flow and process control.
- Complete Knowledge of the sales and marketing functions of the forest products industry including pricing, promotion, and product distribution for lumber, logs, and wood by-products.
- Strong finance and accounting skills that include: The ability to analyze financial statements (Income Statement, Balance Sheets, Statement of Cash Flows) and apply this knowledge to optimize the financial performance of a forest products manufacturing company.
  - Complete understanding of preparing and analyzing performance-based budgets that require the ability to forecast forest products prices, trending forest products costs and predict future market conditions.
  - Ability to work well with the banking institutions on capital financing, operating lines and daily operating activities.
  - Understanding of the forest products insurance industry including health, property, liability, and workers compensation.
  - Understanding of the payroll, accounts payable and accounts receivable functions.
- Ability to understand and implement strategic planning of a forest products company.
- Ability to promote Yakama Forest Products within industry and trade associations.
- Knowledge of Information Technology is necessary to maintain Yakama Forest Products at a competitive advantage within the forest products industry.

- Excellent Knowledge of Human Resource law, policy, planning and development to direct the rapid growth of a forest products company.
- Thorough Knowledge of timber acquisition
  - Timber appraisal and valuation.
  - Timber harvesting and trucking appraisal.
  - Contract negotiation and administration.
  - BIA Timber Sale contract.
  - Harvest planning and scheduling.
- Ability to motivate and develop an efficient and effective executive staff.
- Knowledge, skills, and ability to communicate effectively.
- Must be knowledgeable of Entrepreneurial Operating System (EOS).
- Implement and direct EOS system.
- Implement and utilize YFP's Core Values: Humility, Leader, Communication, Hard worker, Stewardship, and Core Focus.

Desired Minimum Qualifications:

- Minimum of 15-year history of successful leadership in the forest products industry, with at least 10 years within a sawmill manufacturing environment
- B.S. degree in Business and/or Forestry. Master's degree in business administration (MBA) is preferable. A combination of work experience and successful completion of training may suffice.
- Experienced communicator both public and interpersonal.

The above-mentioned job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the applicant a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.

Please send Application, and any necessary documentation to:  
Yakama Forest Products Human Resources

Mail: P.O. Box 489 White Swan WA 98952 Fax 509-874-2183

Applications may be obtained online at [www.yakama-forest.com](http://www.yakama-forest.com) or call 509-874-3000.

INCLUDE PROPER IDENTIFICATION such as:

(Current Driver's License or State ID, Tribal Card, and Social Security Card)