

GOLDEN VISTA RESORT MANAGER

Job Description:

The Manager will implement and enforce the Covenants, Articles and Bylaws of the Association, policies, rules, regulations, restrictions and guidelines established by the Board of Directors and comply with applicable laws.

The Manager will formulate, recommend for Board approval and implement Board approved business strategies and operational plans related to the overall operation, maintenance and management of the resort.

The Manager will foster and promote a culture of a community of friendships through varied social and recreational activities, promote and maintain employee satisfaction, while maintaining positive fiscally responsible financial results.

The Manager will provide effective supervision and control of the management and coordination of property operations, maintenance and all administrative functions that result in a smooth running Community.

Qualifications:

Community Manager Certificate and college degree or equivalent property management training and a minimum of 5 years of management experience, including staffing, supervision, planning, budgeting and financial reporting.

Proven verbal and written communication skills; Demonstrate strong interface skills with residents, Board members, suppliers and vendors.

Ability to establish strong interpersonal relationships; Work effectively with a broad range of diverse personalities.

Possess strong organizational skills, ability to prioritize work; Ability to delegate responsibility as appropriate; Ability to evaluate and verify employee performance.

Ability to adapt to changing circumstances throughout the entire organization.

Proficient in computer skills that include, but are not limited to, word processing, spreadsheets and financial office programs such as Microsoft Office.

Demonstrate ability in financial planning, budgeting, forecasting and reporting.

Strong work ethic, results oriented and performance driven.

Responsibilities

Manages staffing including hiring, termination, discipline and training and development of employees of the Association in accordance with Board policies and established procedures and applicable employment laws.

Recommends to the Board wage and salary plan and benefit adjustments; prepares periodic performance evaluations for all employees.

Liaisons with City, State and other public officials for the benefit of the Association.

Manages the fiscal affairs, including the timely preparation of operating, capital and reserve budgets, of the Association in concert with the Board policies and subject to annual audits; develops, communicates and monitors property budgets.

Reviews monthly financials and makes recommendations to the Board as to anticipated shortfalls and/or excess funding by budget line item; effectively oversees and approves the prudent and parsimonious expenditure of Association funds within the budget constraints and written authority limits set by the Board.

Coordinates, negotiates and issues vendor contracts for property-level services appropriately avoiding conflicts of interest and insuring the best cost/value ratio of the contract performance or capital.

Reviews and maintains insurance policies.

Audits and approves vendor and utility companies' invoices for payment.

Attends all regular and special meetings of the Board and annual meetings; acts as an ex-officio member of all standing and ad hoc Association Committees and provides guidance to such committees with respect to Management Procedures and Operations, Association documents, policies and procedures, Rules and Regulations and applicable law.

Consults with legal counsel as necessary to manage the affairs of the Association within the constraints of the law and arranges for legal counsel attendance at Board meetings as necessary or as directed.

Establishes and maintains a broad range of lines of communication with Association Members in order to keep Members abreast of relevant park operations, issues and activities and accomplishments.

Responds to all calls, inquiries or concerns and insures that all of these are acted upon and that follow up action taken is properly recorded and reported.

Promotes and maintains a work environment that encourages courtesy, collegiality, and efficiency among Association staff, Members and visitors.

Maintains a thorough understanding of the governing documents of the Association.