

To 310k for the right candidate – Sun City Oro Valley, a 55+ community located in the greater Tucson, AZ area, is seeking a General Manager. 2488 homes, \$11MM operating budget, staff of 160. 7-member Board, 25 active committees. Amenities include, but are not limited to, gift shop, welcome center, 4 community centers, pools, tennis, pickleball, 9-hole mini-golf, 18-hole golf course, restaurant w/bar, bistro coffee & wine bar, billiards, basketball court, gym, kilns and shops for various activities including silversmithing, stained & fused glass, sculpture, carving, woodworking & technology shops. 160 clubs active clubs. Job description is below. The preferred candidate will have at least 8-10 years of successful large-scale HOA, golf and F&B experience, hold an undergraduate degree or the equivalent thereof, and hold the PCAM/LSM designations. Benefits, moving stipend available. To inquire about this position, or to apply, please email julie@adamen-inc.com. Adamen Inc. holds the exclusive placement agreement for this position.



TITLE:	GENERAL MANAGER
REPORTS TO:	SCOVCAI Board of Directors
EXEMPT/NON-EXEMPT:	EXEMPT
SUPERVISES EMPLOYEES:	Yes
NUMBER SUPERVISED:	50-150
HIRED AND EVALUATED BY:	SCOVCAI Board of Directors
DATE:	

JOB SUMMARY

The General Manager (GM) is responsible for the effective overall daily operation of SCOVCAI (“the Association”). The GM carries out these responsibilities through Department managers reporting to him/her. The GM administers all affairs of SCOVCAI (“the Association”) in accordance with the rules and regulations of the Association as specified in the adopted and published bylaws, CC&R's, and/or policies approved by the Association’s Board of Directors. Develops and oversees operating policies and procedures. Provides necessary guidance for managing the activities of all Association divisions and employees. Helps to formulate and achieve the goals of the Association. Responsible for implementing programs, projects, and plans that consistently support the requirements and expectations of the Board and Association residents. Manages the budget and financial activities of the Association. Responsible

for managing all projects in a cost-effective and timely manner. Provides regular reports to the Board and residents as may be required and defined by the Board.

DUTIES AND RESPONSIBILITIES:

General

1. Administer all affairs of the Association in accordance with its governing documents
2. Develop operating policies and procedures for management of the Association
3. Ensure that management policies and other acts of the Board are carried out
4. Assist the Board in formulating and evolving goals for the Association

Resident Services

1. Provide a welcoming, supportive, and competent environment to all residents
2. Develop congenial, responsive relationships with residents
3. Apply uniformly, promptly, and fairly Association rules to resolve residents' issues
4. Provide procedures for keeping residents informed of relevant Association activities
5. Furnish procedures for residents to make their concerns known

Personnel

1. Create and maintain an amiable, supportive, business-like atmosphere to promote a harmonious and cohesive work experience
2. Build, foster, and maintain an environment within the Association's operations where the "customer comes first" in all dealings with residents
3. Develop opportunities for job enhancement/advancement for employees who demonstrate interest and ability
4. Review department managers' performance regularly. Maintain a competitive merit-based compensation system to ensure retention of desired employees
5. Have in place policies and procedures (Employee Handbook) for hiring, evaluating, disciplining and dismissing employees

Operations

1. Oversee all Association programs and projects
2. Provide sufficient competent staff for Association operation
3. Ensure proper maintenance of Association property and equipment
4. Control the purchasing of all supplies, materials and equipment as budgeted
5. Act as Association liaison with all local government authorities and bodies
6. Negotiate all Association contracts subject to Board approval
7. Ensure compliance with architectural and design covenants
8. Keep complete membership, financial and administrative records
9. Look for and be receptive to new/alternative ways of providing services and managing the

- Association to maximize efficiency and minimize expense
10. Develop and maintain contacts with similar communities to exchange ideas for improved operations
 11. Establish logical priorities and execute accordingly

Budget

1. Develop annual budget for review by the Finance-Budget Committee and approval by the Board
2. Manage operations to coincide with the budget
3. Maintain an asset replacement plan and asset reserve fund that will fulfill the future needs of the Association.
4. Present accurate monthly financial reports to the Finance-Budget Committee and the Board
5. Recommend annual fees and assessments
6. Develop 5-10 year budget plans that project future funding needs including multiple-year projects and revise at least annually

Board

1. Meet with the president of the Board on a regular basis and develop productive relationships with all Directors
2. Keep the Board regularly informed of the Association's fiscal, financial, project and operational status
3. Be well versed on all applicable Association governing documents and policies to guide Board actions
4. Be well versed and up-to-date on all levels of applicable government laws and requirements including pending actions and/or proposed legislation with a potential impact on the community to guide Board actions
5. Provide annual "state of the Association" report
6. Provide an annual wage/salary schedule
7. Consult with legal counsel as needed and/or as directed by the Board

Job Requirements

1. Bachelor degree from an accredited institution and appropriate CAI certification.
2. Minimum of five years of experience as a GM of a community association or similar capacity
3. Broad knowledge of restaurant functions, golf operations and a broad knowledge of overall community operations
4. Strong budgeting and financial management skills
5. Excellent computer skills
6. Valid driver's license
7. Proven negotiation skills
8. Excellent verbal, written and presentation skills

Physical and Environmental Requirements

Employee must be able to operate in a standard office environment as well as a field environment that consists of uncontrollable weather changes and may include rough terrain and/or hazardous job sites. Employee must be able to work constructively and cheerfully in an environment that may produce simultaneous demands for attention and time.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).