

**Position: Executive Manager (Full-time)**

**Location: Turnberry Towers West**

**222 Karen Ave, Las Vegas, NV**

**Turnberry Towers West Unit-Owners' Association is seeking a licensed CAM for an on-site position.**

### **ESSENTIAL TASKS:**

#### **Human Resources Management**

- Recruit, manage and retain all employees, including chief engineer, engineering employees, receiving manager, and administrative assistant
- Oversee and evaluate employee assignments to ensure successful completion of all assigned tasks and projects.
- Manage and oversee all outsourced personnel, including but not limited to front desk attendants, housekeepers, and valets.
- Create goals for the team and individual employees and monitor employee progress.
- Conduct performance appraisals for all employees
- Take appropriate disciplinary action when necessary, up to and including termination.
- Determine annual merit bonuses and salary increases for all employees within budgetary parameters.
- Maintain personnel, financial and insurance records.
- Create and enforce policies, procedures and protocols to help ensure harassment-free and discrimination-free work environment for all employees.
- Create and maintain comfortable, friendly work environment and positive employee morale.
- Schedule and preside over periodic staff meetings.

#### **Financial Management**

- Builds and manages Association(s) Reserve and Operating Budgets. Ensure budget adherence relating to operations, maintenance, and capital improvements.
- Supervises replacement program for the Association as dictated by the approved reserve funding including, but not limited to, tracking and oversight of projects and scope of work development.
- Oversee preparation of monthly financial reports to the Board of Directors.
- Analyze variances and forecast budget expenditures.
- Manage financial operations of within budgetary and board-established parameters.
- Work closely with the accountant to ensure successful financial management of the Association.

- Devise and implement budget reductions whenever possible while optimizing utilization of resources and maintaining appropriate levels of quality, luxury and service to owners and residents.
- Review and approve weekly accounts payable invoices.
- Review and approved employee time cards; oversee processing of bi-monthly employee payroll by Associations' accountant.
- Interface with auditor to ensure receipt of all necessary information to complete a thorough and timely annual audit.

### **Administration**

- Recommend procedural and policy amendments and initiatives to Board of Directors; implement all policies and procedures adopted by Board.
- Conduct periodic inspection tours and assessment of all building and property operations.
- Manage and oversee all third party contractors, including but not limited to housekeepers, front desk attendants, front gate officers, and valets.
- Maintain calendar of important due dates, meetings and critical deadlines.
- Stay abreast of current trends in community management through continuing education programs, classes and conferences.
- Review and periodically renew all individual, management, property, and Association licenses, permits and certificates.
- Act as liaison with state and municipal government officials, general counsel, accountants, auditors, and other individuals and entities having dealings with the Association.
- Supervise and coordinate buyers' build-out process; including working with architects, designers, sub-contractors, and material suppliers; and coordinate periodic inspections of resident build-outs.

### **Managing Agent Duties**

- Prepares for and conducts quarterly Board Meetings and Annual Owners Meetings, keeping owners and board members advised of, but not limited to, property management activities, committee reports, financials, correspondence from unit owners, manager's response to inquiries, legal notices, and anything pertinent to the operation of the Association that has occurred since the prior meeting.
- Prepare requests for proposals, gather bids, create spreadsheets comparing bids, and present bids.
- Act as a managing agent for the Board of Directors in all communications with owners, residents, contractors and vendors.
- Help ensure that the Board of Directors follows all federal, state and local laws as they pertain to common interest communities.
- Prepare and submit state forms (e.g. Ombudsman annual filing and Secretary of State annual registration), on a timely basis.
- Communicate with and update Board of Directors on a regular basis regarding the operation and administration of the Associations.
- Regularly monitor and appraise all activities for contractors performing work on the premises.

- Conduct periodic inspections of maintenance facilities, equipment, and landscaping to ensure standards of excellence and luxury are maintained.
- Secure and maintain, with Board of Directors' approval, policies of insurance providing property and liability coverage, umbrella coverage for general liability, workers' compensation, boiler and machinery, and Directors' and Officers' insurance.
- Prepare and distribute regular newsletters and other communications to community members.
- Leads engagement activities with the community.
- Answer questions and personally assist community members whenever appropriate.
- Perform other tasks and projects as directed by the Board of Directors.

**QUALIFICATIONS:**

- Five to ten years on-site experience in a common interest community or similar setting as a general manager with supervisory responsibilities.
- Bachelor's Degree highly desired.
- Nevada Community Manager Certificate required; Nevada Supervising Community Manager Certificate preferred.
- Thorough working knowledge of NRS 116 and NAC 116.
- Professional Community Association Manager (PCAM) designation from Community Associations Institute highly desired.
- Strong supervisory, leadership and motivational skills required
- Excellent organizational and time management skills.
- Highly effective interpersonal skills.
- A professional demeanor and attitude.
- Ability to read, analyze and interpret complex documents.
- Ability to respond effectively to highly sensitive inquiries or complaints.
- Ability to write letters, newsletters, notices, resolutions, policies, and etc., using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on complex topics to top management, public groups, and/or Boards of Directors.
- Ability to produce thorough cost benefit analyses.
- Excellent working knowledge of Microsoft Word, Excel, PowerPoint, Publisher and Outlook.

**Position Specifications:**

- Salary DOE
- 100% paid medical/dental/vision, PTO, 11 Holidays, cellphone reimbursement, year-end bonus

Please submit resume and salary requirements to: [melissac@turnberrytowers-lv.com](mailto:melissac@turnberrytowers-lv.com)