

**DSCA is now accepting resumes for the HOA General Manager Position.**

Interested candidates should email resumes to [jim.davenport@cox.net](mailto:jim.davenport@cox.net)

**Desert Shores Community Association General Manager Job Description:****SUMMARY****Desert Shores, a Wonderful Place to Work!**

A spectacular community nestled a distance from the Las Vegas strip, Desert Shores offers 3,351 homes strategically arranged around four large sparkling lakes. It offers the best views in Las Vegas, along with first-class amenities and miles of walking paths, biking paths, and open water for canoeing, kayaking and boating. It is a place for families. It is a place for friends. It is a place you are excited to call home. It is a well-kept secret, and there is nothing like it in the desert southwest.

The General Manager is responsible for assisting the Board of Directors in developing operational, organizational and administrative policies for the Association. The GM is the administrator of the Association office, responsible for the business operation, the overall condition of the property and the daily functions of the office.

Manages homeowner associations in accordance with homeowners' property management contract, and the Bylaws and Declarations of the Association by performing the following duties personally or through subordinates.

**SAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES includes but is not limited to the following:**

- Superior knowledge of best practices for a large-scale community association.
- Successful oversight and implementation of a \$5.500+ million operating and reserve budgets.
- Demonstrates integrity, relationship building, and professional skills in managing a large-scale community.
- Implements the Association's values, principles and ensures a high level of customer service.
- Confers with Board of Directors to collaborate and determine management priorities.
- Maintains good public relations and interacts with homeowners, customers, and co-workers in a positive, respectful, and professional manner always.
- Evaluates the financial status of the Association and prepares annual budgets for review.
- Attends board meetings, presents property manager report, and assists in administrative tasks.

- Responsible for publishing newsletters and coordinating delivery or mailings.
- Updates the Board of Directors on CC&Rs policies & procedures & provides information on current industry developments.
- Establish and monitor the annual calendar of the Association.
- Coordinates and arranges meetings, prepares agendas, records and transcribes minutes of meetings.
- Coordinate meeting packets to include preparation of manager's report, prepare and mail 5 days prior to scheduled meetings.
- Oversee Events Planning and attend various evening and weekend events such as the Memorial Day Party, Labor Day Party, Desert Shores Night Out, Annual Fishing Derby, Annual Volunteer Appreciation Dinner, Trunk or Treat, Lantern Festival, Patriot Day Boat Parade, Veteran's Day, Town Halls, etc.
- Oversee Reserve Studies, research issues and present Board of Directors with recommendations.
- Determines work procedures, prepares work schedules and expedites workflow.
- Oversees collection of monthly assessments from residents, including lien and legal notices.
- Directs activities of On-Site Managers including maintenance, janitorial, patrol, and groundskeeping staff who perform routine repairs, maintain buildings and grounds, and patrol area to maintain secure environment of the property.
- Arranges for and obtains bids and oversees activities of contract service representatives such as landscapers, exterminators, trash collectors, major repair contractors, utility service repairers, and swimming pool management personnel.
- Provides authorization for payment of invoices in accordance with the management contract and Bylaws.
- Maintains contact with insurance carrier, fire protection, police department, and other agencies having jurisdiction over property to ensure that association is complying with codes and regulations of each agency.
- Investigates resident disturbances, violations, or complaints, and resolves problems in accordance with regulations established by the Board of Directors.
- Manages the compliance programs as approved under the direction of the Board of Directors.
- Ensure that Association records are accurate and up to date.
- Administrate and monitor all committees of Desert Shores.
- Administrate ARC Procedures.
- Interview, hire and train Association staff.
- Conduct staff performance reviews and salary adjustments.
- Handle necessary disciplinary procedures, including dismissals.
- Keep accurate, updated personnel policies, records and files
- Keep the Board informed of personnel actions.
- Attend local and national CAI Conferences and continuing education classes to further property management knowledge on behalf of DSCA.
- All employees are expected to perform any reasonable work requested that falls within the qualification but not specifically described.

## **Desired Skills and Experience:**

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge:** PCAM, CAM required; a minimum of five years related experience. This position requires a thorough knowledge of Association Management.

## **Skills & Position Requirements include but are not limited to:**

- CAM required. PCAM preferred.
- Five years' experience as an On-Site Manager for a Homeowners Association.
- Strong computer skills including Microsoft programs specifically word and excel and others used in the operations of the Association.
- Attend evening board and annual meetings as required.
- Is a great communicator and enjoys working with and helping people. Ability to relay information to the public in an easy-to-understand manner.
- Must possess and use good interpersonal skills with homeowners, other employees and the public.
- Must be punctual, efficient, an independent worker, a detail-oriented person and possess good work habits.
- Must be able to perform and/or manage multiple tasks, projects and priorities concurrently with a positive attitude and approach.
- Ability to act and dress professionally in the work environment.
- Ability to understand and manage the unique elements of Desert Shores; Lakes and Waterfowl, Extensive Landscaping, Clubhouse, Beach Lagoon/Park, and Commercial Property.

## **Company Description:**

The Desert Shores Community Association is a 3,351-unit master planned community located in the shadow of the foothills of northwest Las Vegas. This community was developed by RA Homes in 1988 and includes twenty- two different residential districts, with everything from condominiums to median priced housing and large custom homes behind private gates. All the lakefront homes have direct access to the lakes and the option of private docks. The Association transitioned to homeowner control in November 1992.

Desert Shores encompasses 682 acres and features four manmade lakes, a lagoon style swimming pool surrounded by a sand beach, palm trees and a picnic park with volleyball, basketball and playground facilities. The community docks provide paddle boating and fishing for the residents. The 2,100 square foot clubhouse, with terraces on the side of the

main lake, is the site of many private parties and special community events. Being recreation-oriented, this community offers miles of walking and biking paths and the beach facility and paddleboats operate seven days a week in the spring and summer, including holidays.

Please visit our website at [mydesertshores.com](http://mydesertshores.com)

**Other Information:**

JOB TITLE: General Manager

Company: Desert Shores Community Association

Location: Las Vegas, Nevada Area

Type: Full Time

Experience: Director

Industry: Management Consulting, Real Estate

Job Function: Management

Compensation: Salary dependent on experience.