

Location: Banning, CA

Professional Community Management of CA, Inc. (PCM) is seeking a **Full Time Assistant General Manager** To represent PCM with the Association Board of Directors as the On-Site Assistant General Manager. To fulfill the obligations of the management contract in conjunction with the goals and objectives of the Board of Directors. Under the direct supervision of the General Manager, with significant contact with Board of Directors, committees, residents, guests, contractors, vendors, outside groups and associations, employees and city staff.

Essential Duties and Responsibilities:

- Assist the General Manager in implementing Board policy and directives within the scope of the management contract.
- Assist the General Manager in the supervision of all on-site personnel, as well as oversee contractors providing service to the community.
- Assist the General Manager with hiring, firing, and work performance evaluations.
- Assist the General Manager in preparing schedules and establishing priorities for routine and special work projects.
- Assist the General Manager in preparing annual budget estimates for Board action and approval.
- Assist the General Manager in reporting monthly financial obligations of the Association and distribute financial data to the Board of Directors.
- Assist the General Manager in administering the various functions of the community within the projected and approved operating budget, and advise the Board of Directors of significant operational problems or deviations from the management plan.
- Assist the General Manager by acting as a liaison between the Board of Directors and residents in the execution of the established policies, and the conveyance of resident grievances.
- Assist the General Manager in analyzing financial reports, coordinating input of professional advisors, implementing recommended procedures, establishing priorities, providing advice to the Board concerning major expenditures, supervising expenditures to conform with budget guidelines, establishing budget controls, and preparing budget recommendations.
- Assists the General Manager in fulfilling his responsibilities to direct the overall operation of Sun Lakes Country Club, the golf course and food and beverage facilities including but not limited to golf course maintenance, the pro shop, the cart barn, the dining room, the lounge and banquet services.
- As directed by the General Manager, manage all aspects of sub-association operations. Act as the Community Manager for Lakeside Community Association, Lakeside II Community Association and Fairway Villas Community Association.
- Assist the General Manager by periodically surveying the golf course facilities to insure that the golf course properties are kept in a neat, attractive and well-maintained condition.
- As directed by the General Manager, oversee the implementation of Association policies regarding the use of the golf course and food and beverage facilities.
- Makes recommendations to the general manager for improvements or additions to the existing facilities.

Qualifications:

- Graduation from an accredited four-year college or University with major course work in a field related to property management or equivalent experience.
- Minimum of three years experience in a management position.
- Knowledge of budget and finance. Must be able to interpret, understand and follow Homeowner Association CC&R'S, bylaws and contracts. Ability to apply principles, practices and objectives of recreation, administration and management.
- Knowledge of building and grounds maintenance requirements and of community association development.
- Knowledge of personnel development and administration.
- Report and motivate personnel to accomplish established goals within the related areas of responsibility.

- Establish work standards, and to evaluate personnel performance. Ability to prepare and supervise the keeping of a variety of records and reports, research problems and prepare written recommendations.
- Communicate effectively with others in English both orally and in writing.
- DMV printout and current proof of automobile insurance.
- CCAM and/or PCAM designation.
- Reading detailed work, confidentiality, problem solving, stress, training, reasoning, written and verbal communication, customer contact, multiple concurrent tasks, constant interruptions. We offer an excellent working environment, competitive compensation and great benefits. For full-time employees, our benefits include: medical, dental, life insurance, 401(k), paid holidays, vacation and sick leave.

Principals only, no third party vendors

Professional Community Management is an Equal Opportunity Employer