



ELDORADO COUNTRY CLUB

Indian Wells, California

I. **Position**

Property Manager

II. **Related Titles**

Director of Eldorado Cottage Services

III. **Job Summary**

Manage all aspects of the property including its activities and the relationships between the 54-home association and its Board of Directors, members, guests, employees, community, government, and industry. Coordinate and administer the association's policies as defined by its CC&R's and Board of Directors. Develop operating policies and procedures and direct the work of all department managers. Implement and monitor the budget. Secure and protect the association's assets, including facilities and equipment.

IV. **Job Tasks (Duties)**

1. Implements general policies established by the Board of Directors; directs their administration and execution.
2. Plans, develops and approves specific operational policies, programs, procedures, methods, rules and regulations in concert with general policies.
3. Develops, maintains and administers a sound organizational plan; initiates improvements as necessary.
4. Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions, training, and professional development programs.
5. Maintains membership with the Community Associations Institute and other professional associations.
6. Coordinates development of operating, cash, and capital budgets according to the applicable budget calendars; monitors monthly budget and other financial statements; takes effective corrective action as required; approves vouchers before payment.
7. Provides advice and recommendations to the President and committees about construction, alterations, maintenance, material, supplies, equipment and services not provided in approved plans and/or budgets.
8. Oversees the care and maintenance of all the association's physical assets and facilities.
9. Serves as liaison between all management staff, Board and accounting department.
- 10. Has the ultimate authority over inter-departmental matters and implements policies concerning employee-employer relations. Develops, maintains and disseminates a basic management philosophy to guide all association personnel toward optimal operation results, employee morale and member satisfaction.**
11. Establishes and approves workloads, work methods and performance standards.
12. Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services to the association.

V. **Reports to**

Eldorado Cottage Association Board of Directors (ECO)

VI. **Supervises**

Executive Housekeeper, Grounds Supervisor, Reservationist, Housekeepers, Landscape Staff and Patio Servicemen