

# DIAMONDHEAD

COUNTRY CLUB & PROPERTY OWNERS ASSOCIATION  
7610 Country Club Circle- Diamondhead, MS 39525 – Phone (228) 255-1900 / Fax (228) 255-4296

## Job Description

<b>Unit:</b>	<b>Administration</b>	<b>Dept:</b>	<b>90</b>
<b>Job Title:</b>	<b>General Manager - 1000</b>		
<b>Reports</b>	<b>POA Board President</b>		
<b>Status:</b>	<b>Full Time</b>	<b>Rate Type:</b>	<b>Salary</b>

### Summary:

The GM is the focal point of interaction with the board of directors, employees and POA Membership. Reports to the board on revenue and expenditure matters, progress reports on all departments and specific projects done by contractors or POA staff as part of capital investment. Leads in hurricane preparation and recovery. Responsible for procurement process for large and small projects strictly adhering to POA policy. Must be able to reliably follow POA protocol while addressing membership needs or complaints. Works with employees, membership, and the board of directors to identify needs requirements and develops proposed solutions. Provides positive leadership to staff and department heads initiating, planning, controlling, executing, and closing strategy as directed by the board of directors. Executes a wide range of administrative process activities beginning with the date and time management for the board of directors (ensure no bylaw date requirements are missed), ensure projects and grants are administered properly and on time ensuring no requirements that are time sensitive are missed. Formulates partnerships between employees, membership, and board. Anticipates potential project related problems and reports to board in timely manner. Uses refined techniques for identifying, eliminating, or mitigating POA business risks. Understands dynamic membership demographics and transparency requirements to appease membership desire for better understanding of POA business in a timely manner where required by POA bylaws. As appropriate, challenges the validity of given procedures and processes to enhance or improve them. Analyzes business information and work with department heads to improve process and bottom lines without sacrificing quality or service of amenities. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.

### Essential job functions:

- Works with Administrative staff and Controller to ensure budgets are on time and departments are meeting budget requirements, reporting anomalies to department heads and cognizant POA board committee.
- Meeting with staff on a regular basis to ensure quality and timely response to membership needs.
- Develop job appropriate training tools for administrative employees.
- Monitor spending in departments and complying with budget regulations.
- Monitor capital budget spending and reporting to board
- Must comply with all governing policies applicable with federal, state, and county laws.
- Must comply with POA policy established by the bylaws, rules and regulations, and POA board.
- Along with Human Resources ensures disciplinary actions by Department Heads conform to POA policy.
- Ensures that covenant enforcement is effective and unbiased.
- Monitor and reports to board collection efforts in a monthly report by working with collections attorney.

#### Disclaimer

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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## **Minimum requirements:**

- Bachelor's degree
- At least 5 years in Project/Program Management.
- 5 years of Program/project management in a complex environment a plus.
- 5 years of experience in business management a plus.
- Experience working with or running a non-profit a plus
- Experience working in environment that includes “membership” a plus

## **Abilities required:**

- Must have the ability to speak in front of large crowds.
- Proficient in Microsoft Office Suite.
- Must be able to work well with others in difficult situations.
- Must be able to advise on budget matters through the budget process.
- Must read and understand financial reports.
- Must be able to sit for long periods of time up to 4 hours
- Must be able to lift up to 51 pounds without assistance and assist others with heavier weights.

## **Associated hazards:**

- Minimal lifting.
- Eye strain due to extensive computer work.

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