



SUN CITY LINCOLN HILLS COMMUNITY ASSOCIATION

EXECUTIVE DIRECTOR POSITION

ANNUAL SALARY RANGE: \$175,000–\$275,000
PLUS EXCELLENT BENEFITS PACKAGE

Applications Open Until Filled

COMMUNITY PROFILE

Located in Lincoln, California, Sun City Lincoln Hills Community Association, a Common Interest Development (Association), is a non-gated, active adult community of approximately 11,000 residents with over 6,700 single family homes surrounded by 500 acres of open space and preserved wetlands. Additionally, there is a sub-Association of 80 condominiums managed by a management company and two 18-hole golf courses that are not owned or managed by the Association. All streets in the community are maintained by the City of Lincoln.



With an annual budget of approximately \$20 million, the Association is responsible for the maintenance and servicing of all common areas including two lodges (together over 111,000 sq. ft.), four pools, two fitness centers, a full-service restaurant and sports bar, quick service café, catering services, 11 tennis, 12 bocce, and 6 pickleball courts, a spa, a recreational pond, an outdoor amphitheater, 26 miles of walking trails and a softball stadium. A diverse activity program for residents with thousands of monthly participants and over 80 special-interest and activity groups.

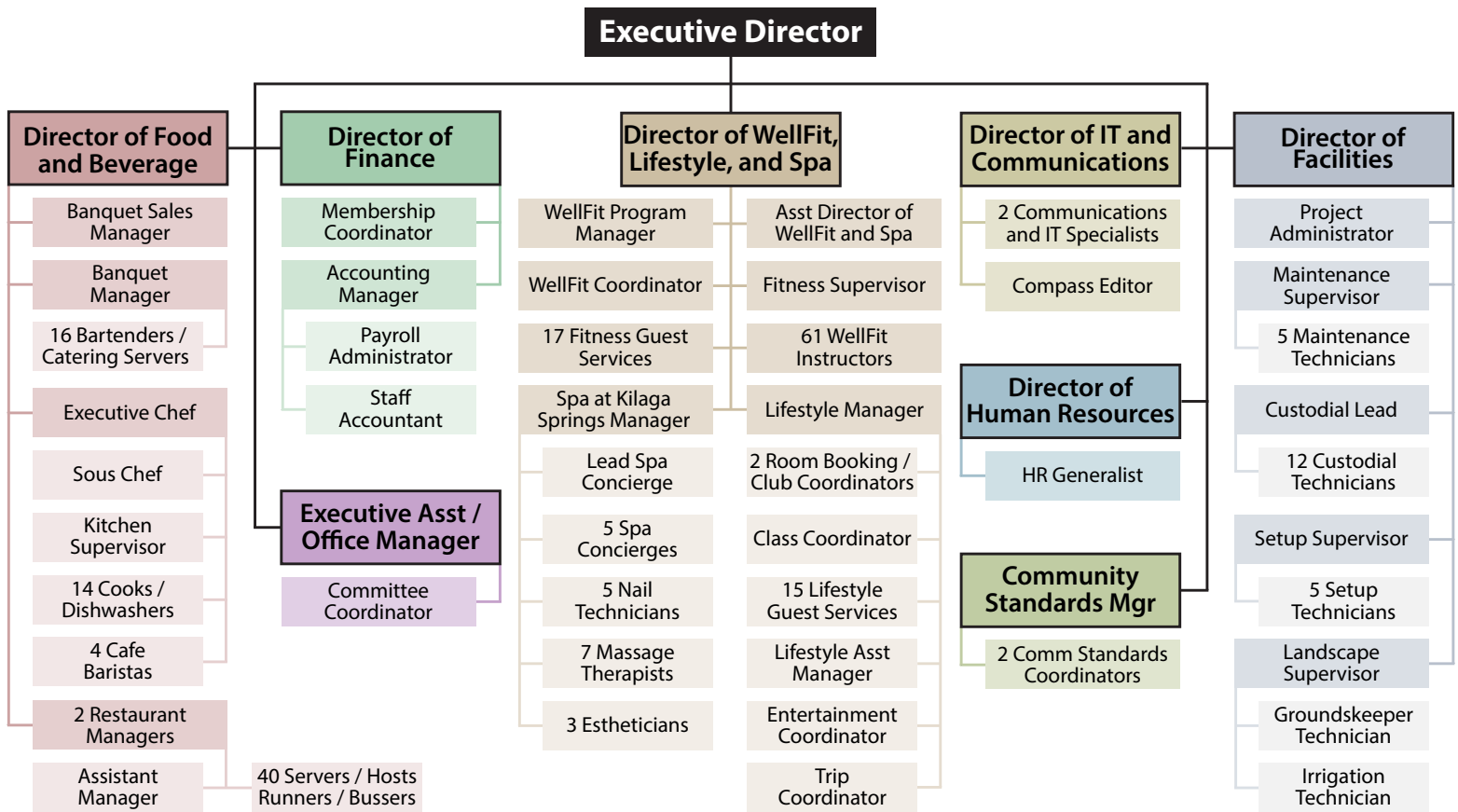


POSITION DESCRIPTION

The Executive Director is appointed by, represents, and serves at the pleasure of the Board of Directors and has the role of the General Manager and Chief Operating Officer of the Association. The Executive Director is responsible for the operations of the homeowner association and the achievement of its lifestyle, operating and financial objectives.

The Executive Director has full responsibility for all Association services and activities, provides overall leadership, administrative direction, oversees operations and coordinates the work of all Association divisions to ensure efficient and effective services. The Executive Director is responsible and has overall supervision of assigned and indirectly assigned staff. This position recommends the Association budget and provides highly responsible and complex administrative support to the Board of Directors.

This position requires initiative, judgement, discretion, the ability to make independent decisions, and execute the strategic objectives, within established policies and procedures set forth by the Board of Directors. The Executive Director is expected to follow all federal, state, and local laws, by-laws and regulations.



SUMMARY OF RESPONSIBILITIES

HUMAN RESOURCE, LEADERSHIP, AND PERSONNEL MANAGEMENT

The ED is responsible for fostering a positive, safe, fair, hostility-free work environment for SCLHCA employees. The ED shall develop and support effective, successful teams, establish organizational strategy and execute tactical plans.

MANAGERIAL RESPONSIBILITIES AND LEADERSHIP

The ED is responsible for all SCLHCA activities and operations conducting business in a professional and transparent manner, while maintaining the highest level of integrity.

COMMUNICATIONS AND MAINTENANCE LEADERSHIP

Using effective leadership and managerial skills, the ED shall maintain a professional and pleasant interpersonal relationship with all residents and/or members, vendor service providers, contractors and fellow employees while fostering goodwill in a cooperative environment.

ACCOUNTING AND FISCAL MANAGEMENT

The ED shall work with the Director of Finance and the Treasurer of the Board to develop a fiscal plan and activities that meet the needs of the SCLHCA. Fiscal responsibilities, in conjunction with the SCLHCA Board of Directors and accounting team include development and preparation of a realistic annual operating budget, detailed reserve study and management plan, and other projections as necessary.

DESIRED TRAITS

Demonstrated Leadership	Direction and Delegation	Business Acumen
Integrity and Trust	Communication Skills	Political Savvy
Execution	Listening Skills	Ability to Stand Alone
Decision Making	Conflict Resolution	Strategic Planning
People Skills	Team Player/Collaborator	Results Oriented

MINIMUM QUALIFICATIONS

Bachelor's degree with a minimum of eight years working experience in a management capacity with four years of senior management with heavy emphasis on financial and human resources management or equivalent work experience.

Executive level experience serving boards, implementing organizational governing policies, executing and taking action through administrative practices and procedures, general business law, sound management practices associated with accounting and reporting requirements, human resource practices, inventory and procurement procedures, safekeeping and investment of Association assets and funds, contractual relations, building and property maintenance, safety and risk management, public, member and customer relations, recreation and food service operations.

Active CACM designation and association with CAI is preferred. The Executive Director position would be encouraged to obtain this certificate either before or as soon as possible after taking the position.

Success working with Boards of Directors, their standing committees, and diverse member and nonmember groups with the ability to cultivate dynamic, collaborative and constructive relationships.

Strong marketing and public relations skills with the ability to engage a wide range of stakeholders and cultures. Strong written and verbal communication skills.

Ability to work primarily in a standard office setting with some travel to different sites and locations. Ability to work extended hours including evenings and weekends

COMPENSATION

This is a full-time, exempt position.

Salary Range: \$175,000–\$275,000 per year

BENEFITS

Medical / Dental / Vision Insurance

401(k) with employer match

Paid Holidays, Vacation, and Sick Pay

Long-Term Disability

Basic Life and Accidental Death

Tuition Reimbursement

Commuter Benefits

Employee Assistance Program

LifeMart Discounts

Discounts at Lincoln Hills Golf Club and The Spa at Kilaga Springs

Free use of Association Fitness Centers

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