



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC.

Job Announcement

Community Association Manager (CAM)

Starting Salary: \$80,000 - \$100,000 depending on experience

Community Profile

Sun City Anthem (SCA) is a Del Webb developed community located in Henderson Nevada just south of Las Vegas. Developed in 1998, it is the state's second largest Common Interest Community and the City of Henderson is the second largest in the state with 300,000 residents. The beautiful and expansive community covers 3,500 acres with 7,144 homes. SCA has 12,500 total residents.

The community is governed by a seven-member Board of Directors that serve two-year terms. The total operating budget is approximately \$10 million and the reserve account is funded at approximately 85%. The assessments are \$1,100 per rooftop per year. The Villas and Pinnacle Village have additional assessments.

Amenities and facilities include three club houses with 130,000 square feet of indoor recreational area including three indoor swimming pools, two outdoor pools, tennis courts, pickle ball, bocce, 300 seat theatre, fitness centers, privately owned and operated day spa, and a grand ballroom.

SCA has over 50 chartered clubs and operates its own television station. They maintain a Community Patrol, Neighborhood Watch, and Emergency Preparedness. The 36-hole golf course is independently owned and not a part of the Association.

Job Summary:

Under the direction of the General Manager, the Community Association Manager (CAM) serves as an advisor on issues relating to NRS 116 and NAC 116, noting that the incumbent is not an attorney and cannot provide legal advice. Serves as the primary contact for all Association Insurance matters. The position is direct supervisor to, Website and Information Coordinator and all contracts and/or employees, if applicable, associated with Spirit Magazine.

2450 HAMPTON ROAD, HENDERSON, NEVADA 89052
(702) 614-5800 OFFICE (702) 614-5813 FAX



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Primary Responsibilities:

- Assists with budget preparation as directed by the General Manager.
- Complies with and enforces the governing documents, while implementing policies of the Board.
- Recommends facility operating instructions and program guidelines consistent with governing documents and Board policies.
- Works with membership to overcome problems of mutual concern, and resolve conflicts. In all cases, works to ensure that the interest of the majority are both protected and supported.
- Ensures compliance with all regulatory requirements pertaining to health, hygiene, and safety.
- Analysis of employee performance and providing performance evaluation to employee(s) that are directly supervised.
- Utilize VMS software as needed for a variety of correspondence and record keeping functions.
- Oversight for the Spirit Magazine. Writes articles as needed and ultimate decision maker on determining appropriate content.
- Responsible for marketing/advertising of Spirit Magazine.
- Assists as needed with oral and written presentations on cases brought to Executive Session meetings.
- Assists with staff reports as needed on topics appearing on the Board of Directors meeting agenda.
- Responsible for tracking and delivering document requests, and ensure timely fulfillment of those requests in keeping with NRS 116.
- Assists with written correspondence in response to member concerns and/or questions.
- Assists as needed with agenda preparation for the Board of Director and Executive Session meetings.
- Maintain accurate library of Governing Documents and related information.
- Maintains a log and tracks all Association legal opinions.
- Works with General Manager and CFO on Association Insurance renewal.
- Serves as one of the primary contact person for all Association insurance matters.
- Assists in Risk Mitigation

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Requirements:

- Possess a valid Nevada driver's license.
- Possess a valid CAM license from the state of Nevada Department of Business and Industry
- Manual dexterity is required for typing, writing, driving, answering the telephone, and site inspections.
- Ability to sit at a desk and utilize normal equipment such as computer, telephone, fax.
- Visual acuity is required to operate office equipment and vehicles.
- Frequent push-pull of 5-10 pounds force and lifting of 5-10 pounds.
- Walking inside and outside.
- Mentally alert and detail oriented with good reasoning skills.
- Ability to direct staff and subcontractors.
- Possess strong written and verbal skills.
- Ability to work extended hours, days, weekends, and holidays when necessary.
- Ability to work constructively and cheerfully in an environment that may be stressful due to adversarial situations.
- Remain alert and aware, for safety reasons to the function being performed at the work place.
- May be required to participate in more than one assignment at a time with frequent interruptions, changes and delays. Ability to remain focused and work effectively, efficiently and positively under such circumstances.
- Ability to adapt to the outside conditions of wind, cold, and extreme heat when going to and from facilities, errands and other duties that may require attention.
- The ability to consistently maintain poise and professionalism in an extraordinarily fast-paced workplace environment is also critical.

Benefits

SCA offers a competitive benefit package including Medical, Dental, Vision, 401(k) plan, paid vacation, sick pay and paid holidays.

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SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC.

To apply:

Sun City Anthem
2450 Hampton Rd
Henderson, NV 89052

Email: Michelle.Jeannest@scacai.com

NO PHONE CALLS

EOE

DFWP

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