



POSITION ANNOUNCEMENT

POSITION: General Manager

LOCATION: The Oasis Country Club | Palm Desert CA

SALARY: \$150,000- \$170,000 (Based on Experience)

SUBMISSION DEADLINE: Interested candidates must submit their resume and cover letter to the Oasis Country Club before 5pm, on October 19, 2026. The first-round interviews will begin on October 20, 2026. The Board would like the selected candidate to begin the position no later than December 1, 2026. Email resumes to oasishoa@theoasiscountryclub.com.

COMMUNITY BACKGROUND:

The Oasis Palm Desert Homeowners Association & Country Club, known as ***The Oasis Country Club***, is in Palm Desert, CA. The Oasis Country Club is a gated private HOA community consisting of 662 condos including the following community features - a Par 60 executive length golf course with 22 lakes, a putting course and practice range, 8 pickle ball courts, a tennis court, a gym, dog park, and 18 pools and spas. In addition to the community features, the Oasis has a recently renovated two-story clubhouse that hosts many activities, events, and food & beverage services in two locations. The restaurants offer indoor and outdoor dining, private banquet areas, and an inviting lounge bar area for the regular social activities occurring throughout the year. The clubhouse is the centerpiece of the community and offers beautiful views of the course and surrounding mountains.

The Oasis Country Club operates as a semi-private community. Non-residents are allowed to purchase golf memberships and utilize the food & beverage facilities. Members are given priority for golf and food & beverage services; however, operating as a semi-private earns additional revenue for the association. Currently, there are two women's play days and two men's play days per week, along with approved group play throughout the season. The course can accommodate approximately 35,000 rounds per year with three ½ hour rounds being common.

The association is self-managed with 50-60 personnel. Designated personnel are seasonal with reduced summer hours. The personnel team has many long-term staff; several have been with the organization for over 20 years. The culture of the personnel and community is known for being like family. The personnel have an established rapport with the membership. The direct department reports to the General Manager include the Administrative Assistants, the HOA Manager, Controller/HR, Food and Beverage Manager, Head Chef, Head Golf Professional, Golf Course Superintendent, and Maintenance Supervisor.

The Association is run by the Board of Directors and managed by the General Manager in conjunction with the Board. The Board is made up of five board members who serve two-year terms on staggering election cycles. The Association has ten committees with whom the General Manager works. The



POSITION ANNOUNCEMENT

annual budget is prepared by the General Manager and Department heads, then reviewed by the Finance committee for recommendation and approval of the Board.

POSITION SUMMARY:

- Serves as Chief Operating Officer of the Association.
- Manages all aspects of the Association and Country Club including the activities and the relationships between the Board of Directors, owners, members, guests, employees, community, government and industry.
- Coordinates and administers the Association and Club's policies as defined by the Board of Directors. Directs their administration and execution.
- Plans, develops, and approves specific operational policies, long range and annual plans, operating reports, forecasts, budgets, reserve study, programs, procedures, and methods in concert with general policies.
- Ensures the highest standards for food, beverage, and other club services.
- Works with department managers to create and implement the Annual Budget and Audit. Coordinates member notification and distribution of required documents to the owners.
- Monitors budget versus actual expenditures and analyzes variances and their potential causes. Meets with appropriate Managers to recommend adjustments when needed. Monitors internal cost control procedures including maintaining monthly utility logs.
- Monitors the quality of the club's and Association's products and services, and ensures maximum owner, member and guest satisfaction.
- Secures and protects the Association's assets including facilities and equipment.
- Oversees ongoing maintenance and repairs to the common area maintenance and amenities.
- Manages and provides support to all department heads in daily supervision of staff functions, contract services, and vendor management for the association.
- Collaborates with staff, the committees, and Board to develop and market the golf membership programs and services. Assists with trends and data analysis of golf in the Coachella Valley annually.

RESPONSIBILITIES:

1. Supervise all departments. Hire, onboard, and train new managers.
2. Oversee vendor services for landscaping, maintenance and repairs, security, pest control, pool services, etc. with the HOA Manager.



POSITION ANNOUNCEMENT

3. Meet with department head(s) on a regular basis to ensure proper communication about upcoming maintenance, repairs, and projects in addition to providing support and directions to personnel.
4. Maintain association records for contracts, inspections, vendors, licenses, projects, etc. to ensure compliance with all codes, and risk management directives.
5. Work with HOA manager to ensure common areas are maintained in a safe, clean, and organized manner.
6. Oversee management of association areas, i.e., pool areas, common area, security, and maintenance with the HOA Manager.
7. Monitor the budget and monthly financials, take corrective action as necessary to ensure that budget goals are attained. Monitor internal cost control procedures including maintaining monthly utility logs.
8. Function as an administrative liaison between board, membership, and department heads.
9. Develop & implement a long-range and annual plans, operating reports, forecasts, budgets, and reserve study.
10. Receive, investigate, and act upon complaints from owners, guests, and employees regarding services or common area use of facilities.
11. Assist with owner inquiries and provide information about the association per civil code and association's governing docs.
12. Consistently ensure that the Homeowner's Association operates in accordance with all applicable local, state, and federal laws.
13. Attend Board of Directors meetings, and present agenda items to the Board for review. Oversee follow-up of letters, bid & contract approvals, and coordination with contractors as approved by the Board of Directors. Manage records and files of each meeting.
14. Attend designated Committee meetings and assist with preparing agendas, minutes, meeting materials, and response letters from committees.
15. Perform onsite Architectural/Landscape inspections and follow up with staff, as requested.



POSITION ANNOUNCEMENT

16. Collaborate with the HOA Manager to gather proposals/bids for work located in the common area and HOA facilities. Submit proposals for approval as designated in HOA policies.
17. Assist with development of HOA related news and communications to the membership. Develop content with staff for the Association's newsletter including writing or editing of articles as needed for department related items.
18. Coordinate and manage construction work and projects as approved by the Board.
19. On call for after-hour services for homeowners, common area or facilities emergencies.
20. Assist with preparing the annual reserve study. Monitor expenditures and forecasts for updating the reserves and budget throughout the year.
21. Oversee the care and maintenance of all the Association's physical assets and facilities including site inspections as needed.
22. Assist with creating and posting updates to the Association's website for member notification and communications on department related materials. Coordinate the development of the annual social calendar.
23. Maintain Community Manager Certification and training to stay current with Civil Code requirements as well as local, state, and federal requirements to perform job duties.
24. Perform other duties as assigned by the Board of Directors.

REQUIREMENTS:

- High School Diploma
- Bachelor's degree in business or related field preferred
- 7-10 years' experience in a community association or country club management role preferred
- Increasing roles of supervision and management preferred
- Excellent written and oral communication skills
- Excellent organization skills, and ability to manage multiple departments and operations
- Must be able to exercise considerable discretion and always maintain confidentiality
- Ability to understand and interpret the policies, rules and regulations of the Association



POSITION ANNOUNCEMENT

- Financial acumen preferred
- Must have or obtain CACM certifications. Strong knowledge of California Civil Code preferred