

Advertisement for the position

Job Title: Community Manager

Status: Full Time

Location: Lone, CA

Job Description:

The Oaks Community Association, a self-managed, 209-unit family community, located in Lone, CA. with a current budget of 1.1 Million dollars is recruiting for a fulltime Community Manager.

The Board is seeking a Community Manager for The Oaks Community Association with substantial industry knowledge; the Community Manager is a seasoned leader who looks to implement best practices and achieve new levels of personalized service. From accounting procedures, personnel practices, Association Governing Documents, utility billing, upkeep and delivery, inventory and procurement, contract relations, association maintenance, and safety practices.

The Community Manager of the Association shall serve at the direction and control of the Board of Directors. The Community Manager shall be responsible for the administration of all Association affairs placed in the Community Manager's charge, as determined by the Board of Directors. The Community Manager shall, always and to the best of his or her ability, provide for the benefit and well-being of the Association.

Essential Duties and Responsibilities:

Ensures the Board is provided constant awareness of all matters affecting the Association.

Identifies opportunities to increase service levels, reduce costs, improve communications, and implements increased efficiency and effectiveness of the operations of the Association.

Supervises and manages all contracts between the Association and third parties. Including processing requests for information, requests for proposals, and performing high-level contract administration for all Association contracts. Tracks the status of contracts, evaluates the contractor performance and provides recommended course(s) of action concerning Association contracts.

Reviews internal Staff processes and procedures, including the assessment of the effectiveness and efficiency of Staff, measuring workloads, and evaluating productivity improvement tools.

Monitors and participates in interactions between the Board, Committees, Staff, and Residents/Members and makes recommendations to the Board to improve the operations of the Association, and experience of Members.

Verifies certification levels and oversees certified operators for wastewater and water distribution systems.

Ensure all required reporting for utility operations are submitted to Federal, State, and Local agencies within designated deadlines.

Identifies and implements approved opportunities for costs savings.

Provides recommendations for improved effectiveness and efficiency of products purchased and used by the Association

Upholds and complies with the Association's Governing Documents, including Bylaws and CC&Rs, as well as the Rules & Regulations and any other policies adopted by the Board of Directors, and current California law pertaining to the management and administration of an Association.

Recommends and arranges for required and or approved training for the Board, Committees, and Staff.

Monitors and reports to the Board any proposed or current legislation which may affect the Association.

Maintains accurate and complete records including but are not limited to; minutes, financials, owner records, maintenance records, and other records as required. All documents will be kept in accordance with the Board Adopted Retention policy or California law.

Supervises and facilitates the communication processes within the Association including between the Board, Staff, Committees, Residents, Third-Party Contractors, Federal, State, and Local Agencies and other external organizations including identification of methods needing improvement.

Implements and approves communications process changes and provides recommendations for increased efficiency and effectiveness in communications including but not limited to, social media, website maintenance, and monthly newsletter.

Monitors and participates in interactions between the Board, Committees, Staff, and Residents/Members and makes recommendations to the Board to improve the operations of the Association, and experience of Members.

Compiles and delivers various monthly reports to the Board and Membership, detailing accomplishments, plans, needs, issues, proposed solutions, and areas of improvement in all areas.

Monitors execution and implementation of community operations to ensure that activities are within the Budget established for the Association.

Drafts budgets for Association and submit to Board for approval.

Facilitates Elections.

Assesses Member/Resident satisfaction with services, operations, and lifestyle and identifies areas and opportunities for improvement and implement said improvements.

Supports preparation for and participates in meetings.

Shall be responsible for the employees of the Association in accordance with California law and personnel rules adopted by the Board of Directors. The Community Manager shall be responsible for the instruction, training, and supervision of all employees of the Association.

Excellent use time management skills and exercise independent judgment in performing day-to-day functions.

Job Requirements:

Minimum of 3 plus years of Community Association Management.

Minimum of 3 plus of supervisory experience; must have effective skills in communicating and leading employees to develop a successful team.

Must have a working knowledge of and possess intermediate math skills.

Must have strong interpersonal skills when communicating with residents, vendors, and outside agencies.

Must demonstrate strong research and skills.

Must have strong knowledge of Stirling Davis Act, The Open Meeting Act, and a working knowledge of The Mobile Home Residency Act.

Experience working with Boards, Committees, and agendas.

Comprehension of Reserve Studies and fund accounting.

Familiarity with Governing Documents.

Ability to work with confidential/sensitive information and be discrete while working in an open environment.

Effective follow-up skills.

Must always maintain a professional image and attitude.

Superior planning, project management, organization, problem-solving, and time management skills.

Must be able to meet a deadline.

Meet scheduling and attendance requirements per policy.

Education: High School Diploma or equivalent required. Bachelor's degree preferred.

The position requires proficiency with U.S. English. The individual must have strong written and verbal communication skills to communicate effectively with employees and clients at all levels of the organization.

The position requires proficient computer abilities using standard office products such as Word, Outlook, Excel, Publisher, Cloud-based storage, and QuickBooks.

The Application Process:

If you are interested in applying for the position of Community Manager, please submit your resume along with a cover letter to The Oaks Community Association, 5607 Jackson Valley Road, Lone, Ca 95640 or via email to admin.toca@email. No phone calls, please

Application will be accepted until 5 PM October 15, 2019.

Qualified candidates will be called to set up an initial phone interview to be followed by interview with the board executive committee.

The position has a start date of no later than January 1, 2020.