

RV Resort Search Committee
 Box 4406 E. Main St. Ste 102-50
 Mesa, AZ 85205

Job Title	Community Association Manager
Job Code	Exempt – Full Time Employee
Reports to	Greenfield Village RV Resort Association Board of Directors
# of Direct Reports	<input type="checkbox"/> 0 people <input type="checkbox"/> 1-5 people <input type="checkbox"/> 5-10 people <input type="checkbox"/> 10-20 people <input type="checkbox"/> 20+ people
Duties & Responsibilities	<p>The Community Association Manager will be responsible for assisting the HOA Board in complying with all Federal, State and Local laws, ordinances, building and use codes, and regulations. They will formulate, recommend for Board approval and implement Board approved business strategies and operational plans related to the overall operation, maintenance and management of Greenfield Village.</p> <p>They will foster and promote a culture of a community of friendships through varied social and recreational activities, promote and maintain employee satisfaction, while maintaining positive bottom-line financial results.</p> <p>They will carry out leadership responsibilities in accordance with the association’s policies, procedures, rules and applicable laws. Responsibilities include:</p> <ol style="list-style-type: none"> 1. Acting as a liaison between the property owners and the Board of Directors; 2. Confer regularly with the association Board of Directors to ensure their expectations are being met; 3. Direct and coordinate the activities of staff and recommend appropriate actions to the Board of Directors; 4. Direct the collection of assessments, rental fees, deposits and ensure that insurance premiums, taxes and incurred operating expenses are collected and paid in a timely manner; 5. Investigate complaints, disturbances, violations and resolve problems and ensure adherence to the associations policies, rules and procedures; 6. Inspect the grounds, facilities and equipment routinely to determine necessity of repairs or maintenance; 7. Maintain accurate records of sales, rental or usage activity, special permits issued, maintenance and operating costs; 8. Solicit and analyze bids from contractors for repairs, renovations and maintenance submit an executive summary with supporting documentation to the Board of Directors for approval before any contract is signed or negotiated; 9. Plan, schedule and coordinate general maintenance, major repairs, and remodeling or construction projects; 10. Purchase building maintenance supplies, equipment, or furniture as outlined in the operating budget; 11. Analyze information on property values, taxes, zoning, population growth, and traffic volume and patterns and keep the Board of Directors informed of local trends that could affect the overall operation of the village; 12. Ensure that the common areas are cleaned, light bulbs and other minor repairs are made in a timely manner;

	<ol style="list-style-type: none"> 13. Maintain contact with insurance carriers, fire and police departments, and other agencies to ensure protection and compliance with codes and regulations; 14. Meet with the Board of Directors and other Association Committees to discuss and resolve legal and environmental issues or disputes between residents; 15. Maintain relationships with local government leaders, business leaders, special interest representatives, and utility companies to keep the Board of Directors informed on new local projects and to stay on top of any potential obstacles. 	
<p>Competencies</p>	<p>This visionary leader must demonstrate the following Knowledge Requirements:</p> <ol style="list-style-type: none"> 1. Administration and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, and generally accepted accounting principles. 2. English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. 3. Mathematics – Knowledge of arithmetic, statistics and their applications. 4. Technology – Knowledge of computer systems, word processing and financial software applications, the internet and social networking communication; 5. Personnel and Human Resources – Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation performance evaluations; <p>This leader must demonstrate the following Skills:</p> <ol style="list-style-type: none"> 1. Collaboration – The ability to work collaboratively with the Board of Directors, Committee members and property owners. 2. Motivation – The ability to motivate, develop and direct people as they work, identifying the best people for the job. 3. Judgment and Decision Making – The ability to consider the relative costs and benefits of potential actions and to choose the most appropriate course of action. 4. Active Listening – The ability to give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times. 5. Reading Comprehension – Understanding written sentences and paragraphs in work related documents. 6. Management Financial Resources – Determining how money will be spent to get the work done, remain within budget and properly account for and seek approval for these expenditures. 7. Communication – Demonstrate strong communication skills and to effectively communicate in writing as well as verbally as appropriate. The ability to listen and comprehend the issue and to understand information and ideas presented and the ability to communicate information and ideas in speaking so others will understand. 8. Critical Thinking – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, point out conclusions and multiple approaches to a problem to arrive at the best solution. 9. Management of Material Resources – Obtain and see to the appropriate use of equipment, facilities and material need to perform the work to be accomplished. 	

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Educational Requirements	<input type="checkbox"/> High School <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor of Science (B.S.) <input type="checkbox"/> Bachelor of Arts (B.A.) <input type="checkbox"/> Other (Please Specify): Bachelor's degree (B.A.) from a four- year college or university requested; and/ or 5+ years related experience and / or training; or equivalent combination of education and experience desired.
Work Experience	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-2 years <input type="checkbox"/> 2-5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> 10+ years experience to include at least five years of association management and oversight.
Computer/Technical Skills	<input type="checkbox"/> Word Processing software (Microsoft Word) <input type="checkbox"/> Spreadsheet software (Microsoft Excel) <input type="checkbox"/> Database software (Microsoft Access) <input type="checkbox"/> Microsoft Office <input type="checkbox"/> Other (Please Specify): To perform this job successfully, an individual should have knowledge of Microsoft Outlook Contact Management systems; Microsoft Access Database software; Microsoft Excel Spreadsheet software, Microsoft Word Processing software and accounting and scheduling software.
Certificates, Licenses, Registrations required	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate: Valid Driver's License CMA, AMS or PCAM certifications desired.
Other Skills and Abilities	
Other Job Qualifications	
Is there a Spanish bilingual requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No Bilingual skills are desired but not required. If yes, number of positions in which this requirement applies: _____
Does this Position require use of a Company Vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
% of Driving/Travel Required	<input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%
% of Time Working Remotely	<input type="checkbox"/> 0% <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%

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Physical Demands	Amount of Time			
	None	Less than 1/3	Less than 2/3	More than 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifts Weight or Exerts Force				
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>