



Community Association Manager

Location: **San Diego**

Compensation: **Salary Range DOE**

Summary:

Each Community Manager has responsibility for managing the assigned portfolio of community associations. Community Managers have contact with Boards of Directors, Homeowners, and private contractors serving the association. The manager will handle homeowners' calls, assign work orders, solicit bids, process design review requests, handle notices and violations, do financial data review.

Community Managers are required to maintain the highest degree of professionalism in all aspects when interfacing with board members and homeowners and through materials created for each community. They are to display integrity, loyalty, confidentiality, and professionalism at all times with co-workers and clients as well as adhere to the company's highest standards of ethics and dress code.

Essential Duties and Responsibilities:

- Manage a portfolio of associations as assigned by management
- Interface and resolve issues as reported by board members and homeowners
 - Develop written communications to homeowners on non-compliance issues, meetings, and annual calendar events
 - Meet contractual obligations for each community
 - budget responsibility
 - Relegate work orders as assigned by Supervisors to assure that the work orders are correctly routed
 - Track and report on key action items and deliverable's
 - Diligently approve invoices for each association
 - Conduct regular property inspections, dictate reports, and carry out all appropriate actions
 - Guide, mentor, and assist the respective Board of Directors to make sound, prudent, and lawful business decisions
 - Complete all daily, monthly, and annual deliverable's as scheduled
 - Attend and facilitate regular and annual board meetings
 - Take notes and dictate minutes for all regular, special, and annual meetings
 - Review all Association financial statements on a monthly basis
 - Prepare a Management and Directors' Report for each Board meeting
 - Interact with all Associations' contractors and colleagues on behalf of the Board
 - Track and follow through on all issues of non-compliance
 - Attend monthly staff meetings
 - Ensure the continuation of all contracted services, insurance, etc.
 - Ensure compliance with all applicable Civil Codes and Corporation Codes
 - Participate in after-hours On-Call when necessary

Qualifications and Reasonable Accommodations: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skills, and abilities required for successful job performance. Reasonable accommodations will be discussed and considered to enable individuals with disabilities to perform the essential functions of this job.

Qualifications, Education and/ or Experience:

- Minimum of two (2) years community association management experience
 - Proven ability to manage associations to the satisfaction of the Board of Directors
- College degree preferred.
- Good verbal and written communication skills
 - Good grammar, spelling and letter composition skills
 - Professional manner and appearance
 - Dependable, punctual and reliable
 - Self-starter with good organizational skills and the ability to prioritize
 - Ability to multi-task
 - Strong customer service mentality
 - Excellent time management skills
 - Ability to maintain an organized work environment
 - Ability to work with a variety of personalities such as homeowners, Board members, vendors, etc.
 - Ability to tactfully communicate questions, ideas, and concerns to others
 - Proficient in using MS Outlook, Word, and Excel
 - Skilled at note-taking and composing meeting minutes
 - Ability to deal with clients and contractors/colleagues in a professional and courteous manner
 - Ability to understand financial statements, audits, reserve studies, and Association governing documents
 - Knowledge of budgets and the budgeting process

Computer Skills: Personal computer proficiency, including Microsoft Outlook, Word, Excel, and PowerPoint.

Certificates, Licenses, Registrations:

California Association of Community Managers Certification Preferred

Community Association Institute Certification Preferred

Valid California Driver's License

Valid Automobile Insurance

Other Qualifications:

- Very Personable.
- Outgoing and enthusiastic personality
- Self-motivated
- Assertive
- Strong communication skills
- Organized
- Detail oriented

We are an Equal Opportunity Employer