



JOB DESCRIPTION

Position Title	Department	Reports to
Community Association Manager	Portfolio/Developer	Division Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	February 22, 2021

Summary:

Responsible for the administration, operation, and maintenance of all community associations which are assigned to his/her portfolio and supervises appropriate support staff assigned to those associations.

Overview of Essential Duties and Responsibilities:

- Comply with and enforce the governing documents and all local, state and federal laws and counsels the Board of Directors to ensure compliance
- Conduct and assist the Board with all meetings of the Association in accordance with Nevada Revised Statutes (NRS 116), the association governing documents and other applicable statutes
- Develop and submit preliminary annual budgets to the association's Board of Directors
- Make recommendations on the annual assessments and capital improvement assessments, as applicable, in conjunction with the preparation of annual budgets
- Inspect all associations to ensure compliance with the governing documents and issue all appropriate letters concerning violations
- Create and issue monthly status reports to the Boards regarding homeowner violations
- Work with the membership to resolve problems and conflicts to reach mutually agreeable solutions
- Inspect and report to the Board of Directors on the condition of all Association facilities, Assets and Common Elements on an ongoing basis. Recommend a course of action to remediate any problems or potential problems to the common areas of Association responsibility

Requirements:

- State of Nevada Community Association Manager license
- High School Graduate or equivalent
- 2 – 5 years of previous Community Management experience
- Ability to develop line item budgets
- Knowledge of Robert's Rules of Order
- Ability to analyze, interpret and disseminate Association governing documents
- Computer proficient including Microsoft Suite

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.

The noise level in the work environment is usually low to moderate. The ability to physically walk the community during inspections and being aware that on walks that the grounds may be of uneven terrain or some associations may still be under construction and extra caution must be taken.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Accepted by

Signature: _____ **Name (print):** _____

Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.