

CHATEAU CHAPARRAL OWNERS ASSOCIATION'S PARK & OFFICE MANAGER JOB INFORMATION

Revised 11/8/21

PRE-EMPLOYMENT REQUIREMENTS:

- * Background check will be done and your references will be checked. This will include employment and personal references, criminal history and a driving record review.
- * Must be legally approved to work in the United States.
- * Must be bonded or bondable

JOB SUMMARY:

The PM/OM oversees the daily operations of the park to ensure a safe and well-maintained community. The PM/OM has leeway to work independently after consultation and direction from the Board President. In order to accomplish these duties, the PM/OM works with and oversees other Association staff members, hourly employees (the CCOA Treasurer is not included), contactors and community volunteers.

The PM/OM will have quarterly and year-end evaluations by the Board President and/or the Board officers.

COMPENSATION:

The Park Manager/Office Manager (PM/OM) is a salaried position. The PM/OM is responsible for the daily operations of the Chateau Chaparral community (CC). The salary and terms of employment are set by the Board of Managers (the Board). The PM/OM reports to the President or designated officer.

The PM/OM position is expected to work up to 20-30 hours/week and 1 Saturday (1/2 day) a month. Compensation to be commensurate with experience and performance.

NECESSARY SKILLS AND QUALIFICATIONS:

- * Ability to manage and supervise a small staff of employees
- * Computer literate with a PC including Excel and Word, or related managerial software
- * Has the ability to take directions from a Board and can interact with the Board and CC owners in a positive manner
- * Must have prior office experience
- * Assumes other office administrative duties as outlined in the Office Admin. Job Description to assist the Board of Managers.
- * Must be willing to learn and then exhibit knowledge of CCOA's Condominium Declarations, Bylaws and Rules & Regulations.
- * Must live within a 45 miles radius and have reliable year-round transportation

RESPONSIBILITIES AND TASKS INCLUDE (but not limited to):

- * Must have knowledge of how to maintain/organize both physical & digital files
- * Maintain new and current lot owner paperwork, and process work orders
- * Works in conjunction (as needed) with the Water/Sewer Technician
- * Supervise the work of the Park Maintenance Technician (PMT) and others as stated earlier in this document under "Job Summary".
- * Solicits bids, as requested by the Board, and forwards them to the Board for their consideration and/or approval.
- * Fields work requests that come through the office for necessary action

RESPONSIBILITIES AND TASKS INCLUDE (but not limited to): (Cont'd)

- * Determines the need for contract maintenance vs in-house capabilities along with Board input
- * Creates the work schedules and task sheets for the PMT and other designated employees
- * Coordinates with the Capital Expenditures and the Building & Grounds Committees about long-term infrastructure needs for repair/replacement/upgrades.
- * Makes recommendations on changes to promote efficiency and costeffectiveness.
- * Maintains inventory list of materials, parts, and CC equipment
- * Supports the Board during the budget preparation by researching costs/estimates, when asked to do so by the Budget Committee.
- * Assumes other office administrative duties as outlined in the Office Admin. Job Description to assist the Board of Managers.
- * Performs quarterly and year-end reviews of other designated employees
- * The PM may assist the Board in recruiting and hiring new employees. The PM may also assist the Board with the termination of employees.
- * Make recommendations for pay advancement to the Board following an employee review.
- * As requested by the Board President, attends Board Meetings and association General Meetings to give apre-approved, operational update to the Board and CC members present.
- * After hours/off duty emergency response (i.e.: water line breaks and/or sewer pump malfunctions)

FISCAL MANAGEMENT RESPONSIBILITIES:

The PM is authorized to purchase supplies, as needed, up to \$250 per month. Any purchases over \$250 will require an email submission to the CCOA Board President and the CCOA Board Treasurer for approval. All invoices and receipts must be submitted to the CCOA treasurer at the time of purchase. The PM will work with the CCOA treasurer to conform with the Chateau Chaparral Owners Association budget guidelines.

PLEASE TAKE NOTE:

- * CCOA does not provide an onsite living space/lot
- * Moving expenses are not provided