

POLICY TITLE – MANAGER JOB DESCRIPTION
POLICY SECTION – MANAGEMENT
POLICY NUMBER – 02
DATE OF ORIGIN – SEPTEMBER 2010
REVIEW/REVISION DATE : 2014
BOARD APPROVED : 2010, 2014

JOB TITLE - Manager, HMCI Co-Op

HOURS OF WORK – Part Time as contracted.

REPORTING RELATIONSHIP – Reports to the HMCI Board of Directors through the Board President or designate

PREFERRED QUALIFICATIONS - Licensed Community Association Manager (CAM) with a minimum of 3 years experience and demonstrated competency in computer literacy (inclusive of software knowledge in word, excel and document management) and knowledge in budgeting, maintenance operations, capital project management, insurance regulations and Florida statutes.

POSITION DESCRIPTION – This position requires an individual who provides daily operational and managerial leadership using sound decision making, strong inter personal skills and demonstrates responsiveness to the needs of the CO-Op and its residents.

DUTIES & RESPONSIBILITIES

- Supervises both the administrative assistant and maintenance person in their duties.
- Maintains ongoing participation in continuing education programs as required by licensure.
- Participates in his/her performance appraisal on an annual basis including setting goals for the upcoming year.
- Procures a minimum of three bids, when possible, for contracts in excess of Five Hundred (\$500.00) for presentation to the Board of Directors.
- Complies with all HMCI board approved policies and procedures.
- Coordinates and supervises the selected contractor(s) on all details of the job.
- Follows up all contracts and uses best efforts to insure work has been completed satisfactorily in accordance with agreement between the Association and the contractor.
- Inspects the Park on at least a weekly basis to insure all sites and units are in compliance with rules and regulations.
- Arranges, coordinates, and follows up on all other maintenance requirements as provided by the maintenance budget or at the direction of the President and/or designate.
- Inspects buildings, common elements and Co-Op property with special emphasis on in-progress contracted work as needed.
- Assists and advises the Co-Op in obtaining and maintaining such insurance as may be necessary to comply with law and to protect the Co-Op and its members.
- Assists the Board of Directors in enforcing the restrictive covenants, rules and regulations of the Co-Op by notification, to violators, in writing, of specific infractions. It is understood that phone calls or personal meetings with violators should precede written notification where it is felt this procedure might help avoid misunderstandings. All formal notification of violations must be preceded by a signed complaint form so that the Manager can act properly on the complaint.
- Attends all duly convened meetings of the Members and Board of Directors and any committee meetings as needed or requested
- Examines and approves all Holiday Manor Co-Op invoices.
- Monitors and follows up on delinquent owners and renters.
- Deposits all monies collected by the office to the designated bank.
- Addresses and resolves owners and renters questions, concerns, and complaints.
- Responds to all County department inspections, resolving any issues that are discovered.
- Assists as needed in the development of the Co-Op's annual budget.
- Provides a manager's report for the Board of Directors meeting and also provides monthly (or as issues arise) updates to the Board of Directors through the summer months
- Assists people in the process of renting, selling, or buying at Holiday Manor Co-Op.
- Acts as the Beautification and Construction Committee approving authority from May 1st thru Oct 31 st.
- Other managerial duties requested by the Board President or designate

*Note – The HMCI Board of Directors must approve recommended candidates.

- Serves as a consultant to the Beautification and Construction Committees as needed
- Any other maintenance duties assigned by the CO-OP Manager
- Complies with all HMCI rules regulations, and Board approved policies.
- * Participates in his/her annual performance review and goal setting.