

## Community Association / LCAM Property Manager Job Description

<b>Overview</b>	Are you highly organized, driven and able to master multiple administrative projects and tasks at the same time? Do you possess strength and talent in project management, attention to details and pro-active drive to get work done on time? Would you enjoy solving short, middle and long term projects for homeowner communities while dealing with the many aspects of a business ranging from vendor projects to meeting management and financial management? If so, then we would like to get to know you!	
<b>Responsibilities</b>	<p>The Licensed Community Association Manager is responsible to oversee the daily operations and beautification of his/her assigned community portfolio, assisting with specific needs of the communities administratively, financially and operationally, while adhering to governing documents of the communities and addressing requests in a timely manner.</p> <ul style="list-style-type: none"> <li>• Coordinate with The Board of Directors for the community to develop a strategy for successful operations of the communities</li> <li>• Attend monthly HOA / Condo meetings of the assigned Associations per management contract</li> <li>• Conduct routine inspections of communities.</li> <li>• Act as an agent for the community in contract negotiations, landscaping inspections, and other common area projects and inspections.</li> <li>• Investigate complaints, disturbances and violations made within the community</li> <li>• Assist residents with work order or other service requests.</li> <li>• Track insurance renewals and ensure that the Board of Directors has insurance renewals proposals timely.</li> <li>• Notice budget workshops and work with The Board of Directors to develop a viable and financially responsible final proposed budget.</li> </ul>	
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Financial Management.</li> <li>• Performance Management.</li> <li>• Ethical Conduct.</li> <li>• Attention to Detail.</li> <li>• Highly organized</li> <li>• Leadership qualities</li> </ul>	<ul style="list-style-type: none"> <li>• Effective use of daily / monthly calendar.</li> <li>• Ability to work with multiple personality traits.</li> <li>• Ability to plan and execute on established plans.</li> </ul>
<b>Qualification &amp; Skills</b>	<ul style="list-style-type: none"> <li>• An active CAM license in good standing</li> <li>• Bachelor's degree or equivalent life experience</li> <li>• Valid driver's license and reliable vehicle.</li> <li>• Professional appearance</li> <li>• Excellent verbal and written communication skills</li> <li>• Strong organizational skills, time management skills and presentation skills</li> <li>• Strong working knowledge of customer service principles and practices.</li> <li>• Proficiency and working knowledge of Microsoft Office Applications and TOPS.</li> </ul>	
<b>Compensation</b>	<ul style="list-style-type: none"> <li>• Based on relevant experience</li> <li>• Company benefits provided</li> </ul>	

**Contact:**

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