

## **Job Description**

## **Ocean Riviera Condo Association Manager**

### **Position Summary:**

Provides management, direction, and leadership to ensure the property is well maintained and operated in accordance with the Board of Director's objectives. The CAM must be certified and licensed by the State of Florida as a Community Association Management (CAM).

Responsibilities include working with Board of Directors, staff, and residents, to manage and operate the community, and facilitate solutions to problems. Excellent management & leadership skills, supervisory skills, customer service skills, including strong interpersonal relationship skills with residents, employees, guests, contractors and vendors are required.

### **Education/Experience/Certificates/Licenses/Skills Required:**

Associates or Bachelor's Degree from an accredited College or University strongly preferred

Valid Florida CAM license

Minimum 5 years successful experience as a property manager

Self-directed and motivated, organized and able to follow a project through to completion

Excellent oral and written communication skills

Collaborative, able to set high expectations in a respectful environment

Excellent understanding of all aspects of Condominium Management

### **Position Duties & Responsibilities:**

Oversees and directs all phases of property operations and responds to any emergency in a manner that not only conveys confidence in both the employees and unit owners, but also results in a minimum amount of inconvenience, injury to persons, or damage to equipment and property.

Approves purchases and contracts with Board approval and within the constraints of the budget and Board guidelines.

Actively solicits bids/quotes and negotiates the best terms available for the Associations.

Reviews leases, sales contracts, background checks, and all documents related to the sale or lease of units, and informs the Board of any issues of importance.

Maintains a visible presence and conducts regular inspections of the property, and addresses any area of concern.

Assists in planning the annual budget, approves payroll, and operates within the confines of the budget.

Develops a proposed annual plan of action/priorities for Board consideration.

Understands the Condo Doc's and effectively manages the adherence to rules and regulations.

Understands and effectively implements laws and regulations related to Florida Condominium Associations.

Attends Board Meetings and prepares the Board of Director's meeting agendas in cooperation with the Board President, including all back-up material, resolutions and meeting minutes.

Assists in the coordination of the Annual Election and Budgetary Meeting

Supervise and work with staff to ensure the effective and efficient operation of the entire property, including appropriate routines for various department staff. By way of example, work with maintenance supervisor to develop a plan of regular preventative maintenance and develop effective work routines/schedules.

Coordinates and oversees all special projects such as periodic concrete restoration, painting, renovations, etc.

Reviews all certificates of insurance of contractors, vendors, etc. to ensure the safety of residents and protection of property.

Maintain regular and effective communication with the Board of Directors, including a weekly Manager's Update.

Communicates regularly and effectively with residents and conducts self in a respectful and dignified manner at all times.

Takes pride and ownership in work responsibilities (as if it was your home).

Follows up and follows through with outstanding issues.

Responds to emergency situations calmly and effectively.

Any and all other duties as assigned by the Board of Directors

### **Physical Requirements:**

Able to walk building and grounds on a regular basis each day

### **Work Schedule:**

Typically 5 days/week

8:00 am – 4:30 pm with occasional evenings for meetings

### **Compensation & Benefits:**

Competitive salary and benefits commensurate with skills, experience and education