

Crystal Lakes
Community Association Manager Job Posting Information
November 2017

Position Title: Community Association Manager (2 associations)

Position Description: Full time position serving as the Community Association Manager for a large-scale mountain community, primarily responsible for managing the day to day business of the community. These responsibilities include, but are not limited to:

- Proactive overall management and operational success
- Lead and Supervise all support staff (approximately 6 full-time and 2-4 seasonal employees)
- Assist, advise and facilitate community initiatives
- Provide professional guidance and recommendations to community leadership
- Provide and ensure exceptional customer service
- Serve as a liaison between the Board of Directors, Committees, Service Providers and Community Members
- Budget preparation to include fiscal responsibility
- Vendor Management: Requests for Proposals, Proposal Analysis and Contract Administration
- Facility and Property Maintenance Management Services
- Board meeting preparation and meeting materials for Board of Directors
- Reports to Board of Directors
- Other duties as assigned

Community Information:

- Name = Crystal Lakes Community
- Location = 300 Tami Road, Red Feather Lakes, CO 80545
- Description = Vibrant, majestic community with approximately 800 homes and 1,600 lots, several streams and lakes nestled in the Rocky Mountains approximately 1 hour west of Ft. Collins, Colorado. The community offers all of the amazing recreational opportunities afforded to residents and guests of Colorado.

Compensation:

- Salary / Exempt Position
- Salary Range Commensurate with Qualifications, Experience and Skillsets
- Benefits (To include 100% Health Insurance for Employee only)

Candidate Requirements (Attributes / Skillsets):

- Consistently reflects a positive attitude, with a true spirit of cooperation and teamwork
- Has an ongoing willingness to learn
- Displays top notch leadership abilities, including diplomacy and customer relations skills
- Possesses excellent written and verbal communication skills, with demonstrated proficiency in Microsoft Office software, Outlook, and Windows
- Shows strong personal and professional initiative, and can act as a proactive problem-solver
- Demonstrates high quality, proven organizational and time management skills
- Exhibits professionalism in all things, including personal presentation, appearance and reliability

Prerequisites:

- Must be lawfully eligible for employment
- Must have a Driver's License with adequate auto insurance coverages
- Must be appropriately educated with at least a high school diploma and a college education is preferred
- Preference will be given to candidates with a Community Association Manager (CAM) License through the State of Colorado; may consider non-licensed candidates with an understanding that a condition of employment will be to obtain the CAM License within a specified timeframe
- 5 years of Management Experience
- Prior Community Association Management Experience is a plus but not required
- Complete background check required
- Drug testing required

How to Apply:

- Association Representative: Brian TerHark
- Submit Questions and/or Resume via email to brian@westwindmanagement.com