

GEMINI CONDOMINIUM IS CURRENTLY ACCEPTING RESUMES FOR:

Community Association Manager - CAM (Licensed)

OVERVIEW: Newly renovated 67 unit residential oceanfront condominium, no rentals of less than 12 months, established full-time maintenance technician, accountant and bookkeeper and an experienced board of directors welcomes your interest and resume for the position of licensed Community Association Manager.

LOCATION: Oceanfront Condominium in Ormond Beach, Florida 32176

Job Type:

Accepting Applications for 40 hour full-time on site. This position is salaried.

Work Location:

One location; on-site association office; non-smoking work area

Pay:

Salary is commensurate with professional experience and relevant training; full-time \$60K per year.

How To Apply:

Please email your resume to geminipropertymanager@gmail.com Attention: Mary Ann Salazar, Board President. While only those candidates considered for the position will be contacted, the Gemini Management Association appreciates your interest in the position.

REPORTS TO: Gemini Management Association Board of Directors (BOD) President

SKILLS AND ABILITY REQUIREMENTS:

Strong customer service, highly motivated and confident professional, excellent written/verbal communication skills, detail-oriented, proven leadership, problem solving skills, sound business decision-making and excellent organizational and interpersonal skills required.

Strong Computer skills in office applications Gmail, Excel and Word and working knowledge of QuickBooks Desktop and PowerPoint. Experience in Association facility management software is helpful.

EXPERIENCE REQUIREMENTS:

Five (5) years of Licensed CAM experience (minimum).

Must have experience with and working knowledge of building and grounds maintenance.

Required Education:

Accredited High School Diploma or GED diploma

Four-year college degree in an applicable area of study highly desirable.

License/Certification:

Possess and maintain a current Florida Community Association Manager license.

Valid Florida Driver's License

JOB DESCRIPTION

GENERAL DESCRIPTION

Under direction of the Board of Directors, the Licensed Community Association Manager is responsible for the day-to-day aspects of managing the condominium association business operations to include building & grounds and finance & budget management. The CAM's role is to maintain open lines of communication with the Board of Directors, owners, tenants, fellow employees, government agencies, insurers, contractors, tradespersons and ensure that the Association is operating within the guidelines of the Florida statutes and the condominium documents at all times. The Gemini Management Association is an Equal Opportunity Employer.

DUTIES AND RESPONSIBILITIES

Knowledge of the Law and Board Guidance:

Maintain strong knowledge of Florida's Condominium Statutes and advise the BOD regarding them.

Participate in any continuing education requested by the BOD.

Participate in any continuing education required by the Florida Department of Business and Professional Regulation.

Have in depth knowledge of the condominium documents (Declaration, Bylaws, Rules and Regulations) and advise the BOD regarding them.

Ensure that the Association is operating within the guidelines of the Florida Statutes and the condominium documents at all times.

Notify the State of Florida of changes in Association Board Officers.

File the State of Florida annual Uniform Business Report and update annually Frequently Asked Questions and Answers Sheet (FAQs)

Fiscal Responsibilities:

Collaborates with Board, bookkeeper and finance committee on an annual basis to formulate operating budget and reserves funding.

Compile and approve Association invoices for bookkeeper. Arrange for designated signers to sign checks (two signatures needed).

Coordinates spending for maintenance and operations of the building and grounds within budgetary guidelines.

Reviews monthly financial reports for adherence to budget.

Personnel Management:

Plan, assign, and supervise all duties of maintenance and other association employees, both full-time and part-time.

Hire (after acceptable background check has been completed), train, supervise, and terminate (if necessary) Association employees in coordination with BOD.

Maintain an accurate record of hours worked for all Association employees and CAM.

Administer performance appraisals (both annual, probationary and performance improvement plan if necessary) of Association employees.

Record Maintenance:

Keep track and inform the BOD of relevant Association dates including contract expirations, insurance expirations, CD maturities, tax and annual report filing due dates and any other information deemed relevant by the BOD.

Work with Maintenance staff to maintain a property maintenance log in the Association facility management software.

Maintain rule violation(s) information.

Maintain an owner and tenant database to include all relevant information including electronic communication consent forms. Consistently work to ensure all information is accurate and contact information is available for every owner/tenant.

Maintain organized contractors/tradespersons and unit files.

Ensure that all of the official records of the Association are maintained in accordance with Florida Statutes.

Provide official records to unit owners upon request in accordance with Florida Statutes.

Work with the website host to make updates to the Association website as needed.

Board Meetings:

Prepare agendas for each BOD meeting and post according to Florida Statutes.

Attend all open meetings if requested by the BOD and prepare the meeting location appropriately. Meetings may be held after 5:00 p.m. and on Saturdays.

Prepare packets for each BOD meeting. Items to be included will be decided by the BOD.

Provide CAM report at each open meeting to provide updates on projects, contracts coming up for renewal, presenting service bids and any other pertinent information.

Prepare all required communications and proxies for owners as required by Florida Statutes.

Unit Owner Delinquencies: (may be handled by an Attorney or Bookkeeper)

Fulfill estoppels requests.

Maintain a log of delinquent units including, but not limited to: owner name, amount owed in QuickBooks, status of bank foreclosure case and recommendations on next steps.

Provide updates to the BOD at board meetings when requested.

After-Hours Emergencies:

After-hours facility maintenance calls are primarily handled by maintenance staff person on-call.

Answer all after-hours emergency calls promptly and respond as needed.

Physical Demands & Work Environment:

While performing the duties of this job, the CAM is regularly required to talk, hear, and also sit and work on the computer. The CAM must be able to walk, stand, bend, stoop, kneel and squat for the 4-hour shift. Also, the CAM must be able to climb stairs when necessary.

Property Management/ Projects/Contracts:

Conduct daily property walks and address any noted issues.

Complete thorough property inspections with Building and Grounds Committee and maintain a list of items which need improvement with projected completion dates.

Ensure all contracts are being fulfilled.

Collect service bids for property contracts and projects as directed by the BOD. Meet with each contractor/tradesperson in person and discuss all relevant aspects of the contract/project before providing service bids to the BOD.

Review, inspect, and approve for payment all work performed by outside contractors and tradespersons.

Take the lead on all property projects and provide routine updates to the BOD.

Verify contractor/tradesperson licenses, insurance and workers compensation coverage or exempt status, when required, prior to initiation of work and submission to BOD for approval.

Order building and grounds maintenance supplies.

Oversee property equipment upkeep and necessary replacement.

Effectively communicate key issues to the BOD and contact the appropriate Board member when issues arise.

Owners & Tenants:

Handle all owner issues within the guidelines of the various property policies, the condominium documents and the Florida Statutes.

Ensure all owners are informed of key property events and ensure that communications are timely and thorough.

Ensure all Association policies are being followed.

Identify circumstances when a fine may be appropriate for those owners in violation of Association rules and refer the issue to the BOD.

Maintain working keys for entry into each unit and facility service rooms, key FOBs (building frequency operated button) and garage door openers.

Maintain professional interactions with all owners/tenants.

Association Office:

Maintain consistent business hours at the Association Office as decided by the BOD.

Greet all owners/tenants, visitors and contractors/tradespersons to the Association Office during business hours and address their concerns/needs within the guidelines of the Association policies, the condominium documents and Florida Statutes.

Ensure association security cameras are operational and any review of security video is in accordance with association policies and state law.

Maintain all areas of the Association Office in a neat and organized fashion.

Ensure there are sufficient office supplies (paper, ink, etc.) on hand at all times.

Ensure Association Office is locked / secured prior to leaving the office.