



Phone: (863) 439-6550
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www.garrisonpropertyservices.com

NOW HIRING
Licensed Community Association Manager

Job Type: Full-time
Salary: \$750-\$850 Per week (Salary depending on experience)
To Apply: Email Resume to joe@garrisonland.com

JOB SUMMARY

The Licensed Community Association Manager's (LCAM) primary function managing a multi-site portfolio, inclusive of homeowners and condominiums associations relative to the firm's contractual obligations. The LCAM's responsibilities include implementing the community regulations as set forth in the association's governing documents and relative state statutes. The LCAM is responsible for the day-to-day operations including financial matters, interaction with the boards and members, and direct supervision of association staff and vendors. The LCAM is the firm's direct client representative and as such must adhere to strict company and personal standards.

EXPERIENCE & EDUCATIONAL QUALIFICATIONS

- High School Diploma or GED and a minimum of two (2) years' experience in the field or related area.
- Must have an active Florida LCAM license.
- Successfully pass pre-employment screenings and background/reference checks.
- Possess a valid driver's license and reliable transportation.
- Ability to work independently with minimal supervision.
- Ability to coordinate/manage multiple projects at the same time.
- Ability to interact and communicate effectively with colleagues, vendors and customers/clients of all professional levels.
- Demonstrate leadership in maintaining high standards of professional behavior for self and staff.
- Demonstrate organization, attention to detail, problem-solving, creative, and independent thinking.
- Demonstrate a commitment to the organization's philosophy of high quality, professionalism and organizational culture. **KNOWLEDGE & CRITICAL SKILLS** Must have a working knowledge of applicable company policies, procedures, state licensing standards, and must be familiar with accreditation expectations, including, but not limited to:
 - Knowledge and application of Florida Statutes and Association governing documents.
 - Knowledge of financial reporting.
 - Knowledge and application of Microsoft Office and Windows-based applications.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Review and implement association governing documents and relative state statutes. When applicable, suggest modifications to documents for community enhancement.
- Prepare annual operating budgets and provide forecasting information and funding requests as needed.
- Perform physical site inspections to assess member compliance and common area maintenance requirements.
- Review association insurance requirements and secure policies as required and/or requested.
- Organize and conduct board and membership meetings. Attend committee meetings as required.
- Conduct association workshops as required.
- Issue directives and coordinate responsibilities with administrative staff.
- Communicate with and respond to board members, owners, land developers, attorneys, etc.
- Supervise association staff and vendors as necessary.
- Research various association matters
- Maintain association files.
- Provide leadership to association.
- Non-essential duties include other job-related duties as assigned.

*MUST BE ABLE TO PERFORM THE DUTIES AND RESPONSIBILITIES LISTED ABOVE FOR UP TO 25 COMMUNITIES. *