

Professional Community Management of CA, Inc. (PCM) is seeking a highly experienced **Community Manager** to join our growing team. To manage multiple associations according to the individual CC&R's and PCM contract governing that association. Position reports directly to the Vice President of San Diego Management Services. Positions will require some evening and weekend work schedules. Work involves regular contact with homeowners and board members.

Essential Duties and Responsibilities:

- Review yearly calendar for deadlines of annual meeting, budget, audit reserve analysis, PCM contract renewal, insurance renewals, etc.
- Attend monthly and annual board meetings for each association; take and transcribe minutes; follow through on all action items; file approved and signed Board meeting minutes.
- Prepare agenda and Board packet monthly for duplication and mailing by customer service. Board package to include action list or management report and all correspondence pertaining to association.
- Request bids for reserve analysis approximately six months prior to end of fiscal year; budget worksheet three months prior to fiscal year end; prepare budget; present projected budget and completed reserve analysis to Board for review and approval 60 days prior to fiscal year end.
- Provide information on new laws and court case precedents.
- Manage independent contractors on behalf of the Board of Directors; coordinate access for contractors for repairs or service to association property; operate and maintain property consistent with association standards; instruct contractors for correction of problems in an emergency; prepare request for bid and obtain three competitive bids for contract services as needed or requested by Board; receive all contractor invoices and process for payment.
- Inform members of Rules and Regulations and assist Board in enforcement.
- Receive requests from owners for services concerning association property and respond according to Board policy.
- If applicable, receive and maintain log of plans to be approved by architectural committee and distribute to proper individual.
- Distribute annual financial information to membership in accordance with civil code 1265.5; assist in timely preparation and submission of reports and forms to government agencies.
- Inspect common areas monthly to ensure proper maintenance.
- Instruct contractors for correction of problems up to \$750 over \$750 obtain Board approval.

Qualifications:

- A two or four year degree from an accredited college or university; property management experience preferred.
- Knowledge of Homeowner Association CC&R's, bylaws and contracts and the ability to read, understand and implement said guidelines.
- Knowledge of the proper operation of modern office equipment including fax machine, copy machine, switchboard, computer and ten-key.
- Proficient knowledge of Microsoft Office including Word, Excel and Outlook.
- Ability to research problems, prepare written recommendations and compose correspondence.
- Communicate effectively with others in English both orally and in writing.
- Understand and follow oral and written directions.
- Ability to gather, analyze, evaluate facts, to prepare/present concise oral and written reports.
- Ability to supervise the work of subordinates and to establish and maintain effective working relationships with fellow employees and the public.
- Valid CA Driver's License and proof of valid auto insurance.

We offer an excellent working environment, competitive compensation and great benefits. For full-time employees, our benefits include: medical, dental, life insurance, 401(k), paid holidays, vacation and sick leave.

Principals only, no third party vendors

Professional Community Management is an Equal Opportunity Employer