

LAKE CAROLINE PROPERTY OWNERS ASSOCIATION (LCPOA)

EXECUTIVE MANAGER

Lake Caroline is a gated community situated on a pristine lake, surrounded by 1,500 acres. We now have over 1,100 single family homes located in the Madison District of Caroline County, Ruther Glen, Virginia. Our lake covers approximately 277 acres flowing west to east. The lake is over two miles long with a depth averaging 15' throughout, and 32' at the dam.

The Lake Caroline Property Owners Association (LCPOA) is seeking an Executive Manager (EM); \$50,000-\$75,000 salary plus benefits. The EM is responsible for oversight and supervision of all aspects of the operation and responsible for all aspects of the day-to-day operation and management of this Association in accordance with LCPOA rules, regulations, policies and by-laws. The EM is directly accountable to the Board of Directors; through the President or the President's designee. The Executive Manager directly supervises the Administrative Supervisor, Security Supervisor, and the Maintenance Supervisor. The EM is responsible for overseeing the performance of contractors who have contracted with the Association to provide products or services. The EM is responsible for maintaining effective liaison with legal counsel and with other external organizations and agencies in matters relating to the Association.

Questions and resumes should be submitted to searchcommittee@lakecaroline.net. Resumes received by 4-2-17 will be considered for the Executive Manager (EM) position.

Responsibilities:

- ***Human Resources Management:*** Demonstrates effectiveness in human resources management by attracting, developing and retaining a high-quality, productive and motivated workforce.
- ***Fiscal Management:*** Ensures effectiveness of the financial accounting, managerial accounting, budgeting functions, and automated processes. Manages within budget limitations while achieving overall established financial objectives of the Association.
- ***Contracts and Contractor Performance:*** Performs cost-benefit analysis in all areas of service needed by the Association and recommends to the board those services that should be carried out through service contracts.

- ***Plannin:*** Ensures that effective long-range and operational planning is accomplished. Develops and recommends to the board annually.
- ***Enforcement of Restrictions and General Regulations:*** Ensures proactive enforcement of ALL restrictive covenants and rules/regulations of the Association with particular emphasis on overseeing security staff in.
- ***Administration/Service Responsiveness and Service Quality:*** Ensures effective and efficient operation of the Association's administrative office and provides a level of service responsiveness and service quality to Association members that meet or exceeds their expectations.
- ***Support of Board and Committees:*** Ensures that complete and timely administrative support is provided to the Board of Directors and both standing and ad hoc committees appointed by the board.
- ***Other duties and responsibilities:*** Thoroughly prepares for and attends all work sessions and meetings of the board and meetings of Association. Accepts and fulfills any additional lawful assignment of other duties and responsibilities as given by the President or his/her designee on behalf of the board.

Qualifications:

- Five years of successful management experience at a managerial level equivalent to or greater than this position.
- Any combination of education and experience equivalent to Bachelor's Degree and 5-10 years of management expertise in a client service environment.

Skills and Abilities:

- Proficient computer aptitude.
- Effective balancing of homeowners, employees and board member's needs.
- Understands and commits to the growth and development of employees.
- Capable of delegating and/or involving others where appropriate.
- Ability to communicate clearly on several different levels (with property owners, employees, and managers).
- Ability to manage projects from conception to execution to follow-up.

- Excellent communication skills: written and spoken.
- Self-starter capable of working independently, in line with Association goals, strategies, and policies.
- Excellent planning and organizational skills with the ability to prioritize and carry critical projects to completion.
- Ability to diagnose, problem solve and execute plans.
- Willing to accept 24-hour “on-call” responsibilities.

Lake Caroline is an Equal Opportunity Employer and maintains a drug-free workplace.