



LICENSED COMMUNITY ASSOCIATION MANAGER

To Apply: Email resume to info@hcmmanagement.org

Company: Highlands Community Management

Lakeland: 4110 South Florida Ave., Suite 200 Lakeland, FL 33813

Job Type: Full-time

Salary: \$38,000 - \$45,000

*Salary is based on experience.

COMPANY OVERVIEW

We at Highland Community Management are a dedicated team that strives to ensure quality community management, meeting the needs of every community we manage. No matter how big or small we will tailor a program to meet the needs of specific communities. We take pride in what we do and strive to improve the quality of every community we manage.

JOB OVERVIEW

The Licensed Community Association Manager's (LCAM) primary responsibilities include managing up to 25 multi-site portfolios, inclusive of homeowners and condominiums associations relative to the company'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 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 company's direct client representative and must adhere to company and personal standards.

ESSENTIAL RESPONSIBILITIES

- Review and implement association governing documents and relative state statutes.
- Suggest modifications to documents for community enhancement.
- Prepare annual operating budgets and provide forecasting information and funding request as needed.

- Provide leadership to the association, maintain files, and research various matters.
- Supervise association staff and vendors.
- Communicate with and respond to board members, owners, land developers, attorney, etc.
- Issue directives and coordinate responsibilities with administrative staff.
- Conduct association workshops as required.
- Organize and conduct board and membership meetings.
- Attend committee meeting, as required.
- Review association insurance requirements and secure policies as required and/or requested.
- Perform physical site inspections to assess member compliance and common area maintenance requirements.
- Perform other job-related duties as assigned.

SKILLS AND ABILITIES

- Ability to work independently with minimal supervision.
- Ability to coordinate/manage multiple projects at a 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 company's philosophy of high quality, professionalism and culture.

EDUCATION AND KNOWLEDGE QUALIFICATIONS

- High School Diploma or GED and a minimum of two (2) years' experience.
- Must have an active Florida LCAM license.
- Possess a valid driver's license and reliable transportation.
- Successfully pass pre-employment screenings and background/reference checks.
- **Must have 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.