



To Apply: Email resume to info@hcmanagement.org

Job Title: Licensed Community Association Manager

Company: Highland Community Management

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

Job Type: Full-time (Monday to Friday)

Are you highly organized, driven, and able to master multiple projects and tasks at the same time? Do you have skills in project management, attention to details and pro-active drive to get work done on time? Would you enjoy solving short- and long-term projects for homeowner communities while dealing with the many aspects of a business ranging from vendor projects to meeting management and financial management? If so, then we would like to get to know you!

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 (LCAM) is responsible to oversee the daily operations and beautification of their assigned multiple-site community portfolios. 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

- Coordinate with The Board of Directors for the community to develop a strategy for successful operations of the communities.
- Organize and attend monthly HOA membership and board meetings of the assigned Associations per management contract.
- Communicate with and respond to board members, owners, land developers, attorney, etc.
- Conduct routine inspections of communities to assess member compliance and common area maintenance requirements.
- Act as an agent for the community in contract negotiations, landscaping inspections, and other common area projects and inspections.
- Review and implement association governing documents and relative state statutes.



- 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.
- Conduct association workshops as required.
- Review and track association insurance requirements and secure policies as required and/or requested.
- 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.
- Proficiency and working knowledge of Microsoft Office Applications.

BENEFITS

We offer a benefit package to include a 401k plan, medical, dental, vision, paid holidays and vacation.

COMPENSATION

Competitive salary, based on experience.