Ken-Caryl Ranch Master Association
Job Description: Community Administrator

JOB TITLE: Community Administrator
REPORTS TO: Executive Director
SALARY: $50,000-$60,000 per year
CLASSIFICATION: Full-Time Non-Exempt

POSITION SUMMARY:
Strives to maintain a harmonious and desirable community by enforcing covenants, administering architectural review process, and performing various administrative duties for the Ken-Caryl Ranch Master Association.

POSITION FUNCTIONS:
A. Covenant Enforcement:
- Inspects the community for covenant violations and administers the violation process using Smartwebs software.
- Responds to complaints of alleged violations by investigating and initiating corrective action.
- Directs the curing of any violation by on-site inspection, email, telephone call, or letter, stating nature of violation and suggestions for cure. If no solution is achieved after following the violation process, initiates the Notice of Hearing by the Covenant Control Committee.
- Coordinates all aspects of Covenant Control Committee meetings.
- Maintains files, inputs data, and performs follow up on all alleged violations and complaints.

B. Architectural Coordination:
- Works with residents to coordinate submittals through Smartwebs to expedite the architectural review process in compliance with architectural guidelines.
- Coordinates the process to assure that all submittals receive the proper review by the committee and/or consultant.
- Coordinates all aspects of Architectural Committee meetings.
- Prepares bi-weekly review package for Architectural Consultant.
- Maintains correspondence between residents and committee/consultant – written, phone, and office visits.
- Maintains computer and paper files.
- Schedules site visits by consultant, committee, and staff as needed.
- Performs site visits to verify proper completion of projects.
C. Other Tasks:

- Assists Executive Director with various administrative tasks necessary to run the organization. These may include, but are not limited to, responding to resident feedback, coordinating trash/recycling concerns with our contractor, and researching topics as needed.
- Coordinates Status Letters and associated inspections for title companies.
- Sends Welcome Letters to new residents.
- Serves as back-up to the Finance Manager for some financial tasks and homeowner account questions using Village Management Software.
- Assures compliance with documents and recommends updates.
- Writes regular articles for publication in Life at Ken-Caryl, educating members of the Association regarding architectural requirements and community rules and regulations.
- Assists with annual volunteer dinner, Barn BrewHa event, and other special events or meetings as needed.
- Performs miscellaneous tasks as assigned.

JOB QUALIFICATIONS:

- Previous experience working for a homeowner association, preferably with covenant and/or architectural involvement.
- Strong people skills are required, including ability to deal diplomatically and tactfully with difficult situations.
- Outstanding organizational and time management skills.
- Detail oriented.
- Strong communication skills.
- Effectively interact with the public and coworkers in a positive and helpful manner.
- Flexibility, willingness, and ability to deal with challenging situations.
- Proficient computer skills.
- Must be willing to drive personal vehicle but will be reimbursed for mileage. Must have clean Motor Vehicle Record and proof of insurance.

HOW TO APPLY:
To apply, send a resume and cover letter to Victoria DeSair at victoriad@kcranch.org. Applications will be accepted through March 31.