

## **JOB DESCRIPTION NON-RESIDENT MANAGER**

This position is responsible for the Management of Tortuga on behalf of the owners and reports to the President of the Board of Directors of Tortuga's Condominium Association.

The Manager must have and maintain a CAM license in accordance with Florida law. The Manager must be proficient in computer skills, (especially email, Word and Excel), must be competent in financial management, project management, have strong organizational skills and perform all functions in a professional and respectful manner. This position must also have strong interpersonal skills.

These responsibilities of this position include but are not limited to:

### **Supervisory Duties**

- The Manager supervises two support positions: the Housekeeper and the Maintenance Supervisor. The Manager's responsibilities include setting work priorities, scheduling quarterly and yearly duties, assuring that these duties are performed satisfactorily and in a timely manner. To accomplish that, the Manager will meet with staff on a regular basis to review workloads, and will also periodically inspect the premises to determine compliance with assignments.
- The manager will ensure that weekly, quarterly, bi-annual and annual work is performed as scheduled.
- With assistance from the Maintenance Supervisor, the Manager will also oversee the progress and performance of external contractors, which may include, but not be limited to, pool services, landscaping services, plumbing and construction contractors.
- The Manager is responsible for the evaluation of the Maintenance Supervisor and Housekeeper. The Manager will give annual performance reviews with input from the employee and Board of Directors

### **Administrative Duties**

Under the guidance and supervision of the Board President, the Manager will:

- Maintain office files pertaining to names, addresses and contact information of owners, renters, contractors, regulatory agencies and employees.
- Provide and distribute meeting notices and minutes of Board Meetings and Committee Meetings.
- Develop tracking systems for major projects detailing location, expenses, vendor etc, for major projects such as soil pipe, window and screen replacement.
- Proactively review Tortuga grounds on a regular basis to identify problems and opportunities with respect to maintenance. This should be done with the Maintenance Manager and could include the grounds committee and building committee on an as needed basis
- With input from the Housekeeper and Maintenance Manager, order office and operating supplies such as paper, printer ink, cleaning materials, lights, paint, etc.
- Apply for licenses and permits as required by various State and County agencies.
- Maintain liaison with regulatory agencies, such as the Board of Health and Fire Department.
- Provide Notary Public services for the Tortuga community.
- Maintain compliance with Tortuga's Rules and Regulations, and report infractions to the Board of Directors.
- Arrange conference call services for Board meetings.
- Provide a Manager's Report for each Board meeting.
- Work with appropriate committees and staff in writing RFP's for large projects, which require proposals from a minimum of three qualified bidders. Bids are to be submitted in sealed envelopes by a specified date, and are not to be opened before that time.
- Maintain work order system that tracks when work is requested, completed, costs where necessary.
- Assist with the appropriate paperwork, schedule potential new owner interview and collect necessary fees for (rentals and) sale of Tortuga units

**Financial Duties**

- Review vendor invoices for accuracy and submit for payment on a timely basis.
- Collection of fees and corresponding forms for rentals, sales and stoppage letters.
- Assure that sufficient funds are available in liquid cash accounts to pay for salary and expenses without incurring late payment or interest penalties.
- Review monthly accounting reports for accuracy.
- Maintain a petty cash fund and reconcile monthly.
- Collect money from laundry rooms and deposit and reconcile.
- Provide assistance to the Board Treasurer in the development of the annual budget.
- Provide requested documents to Tortuga's CPA firm for the annual audit.
- Order printing of quarterly assessment payment documents and distribute to owners.

**General Duties:**

- Maintain an inventory of Association tools and equipment. These should be labeled as "Property of Tortuga."
- Open and sort mail daily.
- Review owner requests, prioritize and distribute to support staff where appropriate.
- Maintain records of owners appliances (water heaters), toilet flap replacement etc.
- Ensure Tortuga is Hurricane ready, guidelines followed in the event of a storm and file damage reports after such an event.
- Assist potential owners, new owners and renters by providing orientation of the premises and behavioral expectations.
- Maintain the occupant registration book and rental applications.
- Other duties as assigned by the Board of Directors.

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