

KEN-CARYL RANCH MASTER ASSOCIATION JOB DESCRIPTION

JOB TITLE: GENERAL MANAGER

REPORTS TO: KEN-CARYL RANCH MASTER ASSOCIATION BOARD OF DIRECTORS

POSITION SUMMARY: Provides day-to-day operational leadership, overall management, planning, budgeting, and management of the organization and staff. Works with the staff, Board, and Committees to establish policies and programs and administers such policies and programs. Must communicate effectively with community members, staff, and volunteers.

POSITION FUNCTIONS:**ADMINISTRATION:**

- Oversee the daily operations of the Master Association including: financial operations, HR services, insurance, legal, *Life at Ken-Caryl* publication, electronic communications, weekly trash and recycling program, open space operations, equestrian center operations, architectural, and covenant services.
- Maintain relationships with other agencies including: Ken-Caryl Ranch Metropolitan District, Ken-Caryl Ranch Water and Sanitation District, sub-associations, utilities, neighboring associations, and Jefferson County.
- Work with Ken-Caryl Ranch (KCR) homeowners on a variety of projects of special interest to each of them that are aligned with the Master Association mission and priorities. Prepare for, attend, participate, and follow up on regular Board, Task Force, and Committee meetings.
- Proactively reach out to staff, local government officials, and other resources to address questions and concerns to drive continuous improvement of the KCR community.
- Collaborate with staff to develop team and individual work plans aligned with the KCRMA Board's priorities and goals.
- Administer the Annual meeting and election of new board members.
- Prepare an annual operations and financial report and present it to the Ken Caryl Ranch Master Association (KCRMA) Board of Directors.
- Work with KCRMA's legal counsel to answer questions and provide guidance to the KCR Board of Directors and community residents.
- Assist the KCR Board of Directors president to prepare for and facilitate monthly Board of Directors meetings.
- Prepare a monthly financial report in collaboration with the KCRMA Finance.

STAFFING:

- Manage year-round staff of approximately 25 plus 6 -to- 8 seasonal employees.
- Benefit administration
- Payroll service

FINANCIAL:

- Develop budget
- Manage \$4,000,000 annual operation within budget
- Prepare annual Reserve Study
- Oversee preparation of monthly financial report
- Work with auditor on the annual Audit
- Manage banking relationships
- Apply Procurement Guidelines to all purchases
- Develops cost saving ideas and brings to Board.



HUMAN RESOURCES:

- Hire/Supervise/Evaluate – Finance Manager, Communications Associate, Community Administrator, Open Space Manager, Equestrian Center Co-Managers. Facilitate work with Metropolitan District shared staff, including Facilities Director and Human Resources Analyst
- Create job descriptions with specific metrics and perform annual evaluations on staff.
- Administer benefit program
- Work with Human Resources Analyst on payroll processing

INSURANCE:

- Work with Association Insurance Broker to provide Property, Liability, Umbrella, Auto, Cyber, Work Comp and Director and Officer Liability policies
- Administer claims made if necessary

LEGAL:

- Work with Association Attorney to manage General Legal advice
- Work with Association Attorney and Finance Manager to coordinate collection activities

OTHER DUTIES:

- Plan and attend special events such as Community Recycling Event
- Manage projects as scheduled in the Reserve Study
- Maintain relationship with Association experts, Legal Counsel, County and State officials.

QUALIFICATIONS:

- Achieve and maintain Certified Manager of Community Associations accreditation
- Professional Community Association Manager accreditation preferred but not required
- Four-year degree or any combination of work and/or education in Homeowner Association Management.
- Demonstrable understanding of budgeting and rudimentary financial reporting

Proven experience leading teams and motivates them to do their job efficiently

- Strong computer skills
- Good organizational skills
- Effective communication skills both oral and written
- Ability to work well under pressure and deadlines
- Effectively relate with the public and coworkers in a positive and helpful manner. Flexibility, willingness and ability to deal with difficult situations.
- Must have current, valid Colorado Driver's License and must be insurable with the Master Association's carrier.
- Ability to coach customer-focused continuous improvement with team members in previous leadership roles.
- Demonstrated ability to build strong relationships within the community, with staff, and networks with Community Management colleagues locally and nationally.



HIRING SALARY RANGE:

\$116,000 - \$145,000 plus annual bonus opportunities

BENEFITS:

- Retirement: match up to 6% of Annual Salary
- Paid Time Off schedule: 20 days per year, accruing ratably on a monthly basis, rising to 25 days per year after the fifth year
- Health Insurance
- Health and Dependent Flexible Spending Account
- Dental/Eye Care Reimbursement Plan
- Life Insurance and Accidental Death and Dismemberment
- Long-Term Disability
- Short-Term Disability
- Paid Holidays
- Bereavement Leave
- Cell Phone Use Reimbursement
- Discount on Horse Boarding
- Recreational and Facility Benefits
- Relocation expense reimbursement up to \$10,000 for qualified moving expenses

OFFER SUBJECT TO BACKGROUND CHECK – No DUIs, driving without insurance, and credit score greater than 650.