

Pine Mountain Lake Association Job Description

Job Title: Front Office Supervisor/Administrative Assistant to the GM
Job Code: 50
Employee Name:
Department: Administration
Location: Administration Bldg.
Reports To: General Manager
FLSA Status: Exempt
Prepared Date: 10/8/21 dd
Salary Level:

SUMMARY

Provides administrative support to the General Manager, the Board of Directors and appropriate staff. Supervises Administrative Front Counter Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Analyzes and organizes office operations and procedures such as typing, flow of correspondence, filing and other clerical services.
- Attends Board of Directors meetings.
- Prepares notices and other items for the General Manager and Board of Directors' meetings.
- Manages, records, transcribes and files minutes of each meeting.
- Performs general office tasks, gives information to callers, takes dictation, composes and types correspondence, and other administrative and clerical duties for the General Manager and Board of Directors.
- Evaluates office production, revises procedures, or devises new forms to improve efficiency of workflow.
- Establishes uniform correspondence procedures and style practices.
- Directs preparation of records such as notices, minutes, and resolutions for Board of Directors meetings and study sessions.
- Maintains Administration files, forms and procedures.
- Provides support and coverage for Member Relations, E.C.C., Receptionist, Community Standards Director and Human Resources when necessary.
- Acts as custodian of corporate documents and records. Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Maintains Resolution Binder keeping it up to date as well as the Archived and Rescinded Resolutions.
- Directs preparation and filing of corporate legal documents with government agencies to conform to statutes.
- Researches and copies confidential information required for various legal issues.
- Coordinates Hearings for Covenants Committee and Board of Directors.
- Keeps accounting apprised of fines and restitution requested so they can bill appropriately.
- Receives Incident/Accident reports and investigates parties responsible for restitution.
- Coordinates Pro-Forma Budget information sent to the printer for mailing to membership.
- Responsible for the information coordination, printing and mailing of Annual Assessment Coupons.
- Coordinates Annual Election and Annual Meeting of Members, orders plaques for outgoing Board members, and verifies signatures on candidate petitions.
- Provides mailing labels for candidates.
- Gathers staff articles for each monthly edition of the *PML News*. Coordinates with Editor for monthly content and cover and proofs entire paper prior to sending to printer. Assures all Association information is current/correct in each edition.
- Regular, punctual attendance is required.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Supervises two subordinate office staff members.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year College or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to work with specific computer software, such as Microsoft Office Suite and Navision.
Ability to transcribe meeting minutes.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines.
Employee shall, at all times, demonstrate cooperative behavior with colleagues and supervisors.