

LAKELAND VILLAGE COMMUNITY CLUB

Job Description

Position Title: Office Coordinator

Type of Position: Part Time

Reports to: Lakeland Village Board of Directors

Work Period: **25 Hours per Week**
12:30pm to 5:30pm
Monday

8:30am to 1:30pm
Tuesday thru Friday

Pay Range: \$18 - \$23 Hourly

Reports To: Board President

Overall Responsibility:

- Conduct day-to-day office duties for Lakeland Village Community Club
- Serve as liaison between Board of Directors and Community

Key Tasks & Responsibilities:

General Office Work
Establish & Maintain property owner data base
Customer Service
Maintain Membership Files
Distribute Permits for Vehicles and Boats
Schedule & Calendar Board Meetings and Annual Meetings
Prepare and Distribute Board & Annual Meeting Agendas
Ensure State Law for HOAs is followed
Meetings
Posting
Voting
Budgeting
Reserve Study
Miscellaneous
Prepare Homeowner Welcome Packets
Order Office Supplies
Purchasing – secure bids/quotes for products and services \$1,200 or over
Coordinate Community Activities with Recreation Committee Chairperson
Prepare and Distribute Newsletters
Monitor and Maintain LLVCC website

Skills and Abilities:

General Clerical Skills (letter writing, scheduling, create forms, filing, etc.)
Computer Knowledge & Data-Base management
Customer Service

Organization & Communication skills
Microsoft Office Proficiency
Research Skills
Proficient in State of Washington HOA Law within 90 days of hire

Duties:

Obtain at least two bids/quotes for expenses of \$1,200 or greater
Newsletter preparation and distribution
Prepare and distribute Board & community meeting agendas
Research and understand State of WA HOA regulations
Keyboarding, answering phones
Database maintenance ensuring current membership information is accurate at all times
Correspondence preparation & distribution
Organization and upkeep of files
Legal Documents - monitor and file revisions
Organize Board meetings, annual meetings, special meetings
Distribute permits
Answer phones and emails promptly
Research covenants and controlling documents
Interact with board members, residents, vendors, LLVCC staff, etc.
Prepare annual LLVCC calendar - include meetings and community events
Prepare & make bank deposits
Enter new residents into database and scan information to files
Compile welcome packages for new homeowners and distribute
Process incoming emails and respond as necessary; keep email contact list current
File/Scan all paperwork
Track topics and action items for upcoming Board agendas
Keep LLVCC website updated
Assign new parking and boat decals
Pick up mail from Post Office
Order signs for new residents & replacement of existing signs, as applicable
Transfer Fees – ensure fees are collected when a property is sold
Interact with Board members and prepare correspondence as needed
Keep Articles, By-laws and Covenants current - file with County as needed
Ensure sure lot maps are up-to-date
Ballots/Proxies - track and count all votes received and ensure the vote is valid (signed by member, etc.)

Other duties as assigned by the Board President and/or Secretary/Treasurer