

Lake Community Association Manager

Lake Santee, a premier lake community, located in southeastern Indiana is seeking a qualified individual to serve as its Lake Manager.

General duties and responsibility: include, but are not be limited to, serving as chief of staff supervising all personnel employed by the Lake Santee Property Owners Association. Lake Manager works under the direction of the lake community's Board of Directors. The Lake manager is charged with overseeing membership and financial records; administration of architectural and building programs; monitoring maintenance of a 250 acre lake; working with members to resolve issues; maintaining programs to insure upkeep on all association grounds, buildings, roads and common areas. Also the Lake Manager will work with the Regional Waste and Water District to provide contracted administrative and financial support services through the terms of a management agreement.

Skills required: ability to effectively communicate both orally and in written formats; ability to motivate staff members; ability to become involved in community association activities; ability to organize and manage time effectively; thorough understanding of employee administration and financial concepts; understand and use of spread sheets effectively; proficient with computer software programs.

Education and Experience: The qualified candidate should possess at least an associate degree in public administration; political science; engineering; business management or other related fields and three years of experience as a chief administrative officer. A combination of equivalent experience and education could be considered.

Please send resume and salary requirements by
February 15, 2010 to

Lake Santee Property Owners Association
13 SW Wrenn Parkway
Greensburg, Indiana 47240
Attn: Organizational Committee
lakesantee@etczone.com
Lake Santee is an Equal Opportunity Employer