



PECCOLE RANCH JOB DESCRIPTION

Title: Community Standards Manager

Reports to: General Manager, Supervisory CAM

FLSA: Exempt

Supervisory Responsibilities: No

Employment Status: Full-time/Salary DOE

To apply: please send a cover letter, resume, and references to manager@peccoleranch.net

Peccole Ranch is an established master planned community with multiple benefited neighborhoods and sub-associations encompassing approximately 3000 residential properties and 57 acres of commercial properties including a public school, Clark County Library, and religious center. Amenities include a clubhouse, heated pool/spa, tennis courts, playground and 8-miles of paseos, walking trails and open spaces spread over one square mile.

Position Summary:

This position is responsible for partnering with the General Manager in a wide range of office management and support to the Association including but not limited to: interpretation and enforcement of the design guidelines and community standards in compliance with all local, state and federal law and the governing documents of the association, inspect homeowner properties and issue/approve all appropriate letters concerning community standards, and preparing written memorandums and meetings to ensure the compliance of the Board of Directors and Design Review Committee to the same laws. Must be able to handle multiple tasks and work in a demanding, fast-paced, diverse environment with documentation and follow-up. Must exhibit a high degree of professionalism and the ability to work with volunteers, the Board of Directors, the community and the general public on a wide-range of projects and issues. Work with homeowners to resolve issues through mutually agreeable solutions, and reports to the General Manager. Critical skills include organization and follow through with high level writing capabilities, editing, and proofreading correspondence. Must be self-managed; highly motivated and able to work independently and effectively in a team environment.

Essential Functions:

Administrative

- Responsible to the General Manager, Supervisory Community Manager (GM) to administer policies and directives of the governing documents for the Board of Directors to the Design Review Committee (DRC) and Hearing Committee.
- Administrative and oversight duties for the maintenance of homeowner files as it relates to compliance and DRC include the timely filing, scanning and cataloging all homeowner-related correspondence in Association management software.
- Prepare meeting packets, minutes and correspondence for DRC, Hearing Committee and Executive Board Hearings. Oversees and advises the Committees in best practices, historical knowledge of projects/compliance, and standard NRS 116 within capabilities.
- Writes article for the "community standards section" in the regular community newsletter.

Community Compliance

- Responsible for the overall day-to-day management, operation, administration and uniformly enforce the compliance policies as adopted by the Board of Directors of the Association.



- Responds to resident complaints of covenant violations in a timely manner; generally does not exceed two working days for a first response. Maintains records of covenant violations and follow-up actions in Association management software.
- Performs minimum of monthly inspections of the exterior portion of all Units and Lots to determine compliance with covenants and design standards. Oversees the issuing of violation letters and follow-up inspections to verify compliance.
- Ensures that state requirements for conducting hearings, taking minutes and maintaining records are met.
- Inform General Manager of significant issues that may affect the community.

Design Review

- Responsible for the overall day-to-day management, operation, and administration of the Design Review Committee (DRC), and policies as adopted by the Board of Directors of the Association.
- Oversees the design review process including review of applications within established timeframes, letters of approval, approval with modifications or denial and follow-up inspections to ascertain if work has been installed as approved. Issues letters and maintains records in association management software and scans into appropriate data file.
- Facilitates the operations of the DRC including room arrangements, homeowner scheduling so as to provide confidentiality of architectural plans in accordance with NRS 116 and agenda for DRC reviews.
- Prepares committee recommendations of the Design Guidelines for inclusion in Board packet.

Minimum Qualifications (Education, Experience, Skills)

- High School diploma (or equivalent)
- ***Must possess current, valid Nevada Community Manager License*** (Provisional License will be considered with acceptable experience)
- Prior administrative office management experience
- Proficient in MS Office, specifically Excel, Word and PowerPoint
- Knowledge of VMS software a plus
- Proven ability to manage projects independently and with a team

Key Competencies

- Attention to detail and accuracy
- Strong writing skills
- Interpersonal skills
- Good communication skills
- Organizational skills
- Problem-solving skills
- Decision-making skills
- Self-starter and ability to work independently
- Works well in a team environment

Peccole Ranch Community Master Association offers a competitive benefits package including:

- **Vacation and sick time off**
- **Medical**
- **Dental**
- **Vision**
- **Short-term disability, with optional long-term and life insurance**
- **401k (with employer-match)**

Salary DOE. Must be able to pass drug and background check.

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This is an onsite office position; office hours are 7:30 am to 4:00 pm, Monday through Friday, with rotating “on call” status once a month. While performing the duties of this job, the employee occasionally will be expected to work outside of the timeframe of “normal” PRCA business hours for the purpose of attending meetings of the committee they serve or the PRCA Board of Directors.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this job, the employee is occasionally asked to drive their own vehicle and will be compensated at the rate recognized by the IRS. Additionally, the employee is asked to provide proof of insurance on their own vehicle and valid driver’s license.