

**Desert Shores Community Association**  
**2500 Regatta Dr. Las Vegas, NV 89128**

**COMMUNITY RELATIONS ADMINISTRATOR**

**JOB DESCRIPTION**

RESPONSIBLE FOR ARCHITECTURAL AND COMPLIANCE MATTERS AND COMMON AREA PROPERTY MAINTENANCE MATTERS AS ASSISTANT TO THE GENERAL MANAGER. AS SUCH, THIS POSITION MUST BE FAMILIAR WITH THE CONTENT AND ENFORCEMENT OF ALL CC&Rs AND THE RULES & GUIDELINES OF ASSOCIATION.

**I. DAILY PROPERTY INSPECTIONS:**

- A. Conduct weekly inspections of common area for maintenance/repair issues.
- B. Perform residential property inspections for violations and compliance issues.
- C. Assist Owners with questions and concerns regarding compliance issues.
- D. Prepare and track correspondence with Owners regarding violation issues.

**II. PREPARE CASE HISTORIES FOR COMMUNITY RELATION COMMITTEE MEETINGS:**

- A. Provides packages for Community Relations Committee with pictures of violations and other pertinent information.
- B. Attend meetings to provide support and take minutes.
- C. Follow up after meetings with minutes and pertinent correspondence to homeowners relative to Committee's decisions.

**III. MONITOR ARCHITECTURAL REVIEW PROCESS:**

- A. Assist Owners with questions and concerns regarding ARC procedures.
- B. Review ARC submittals and issue approvals for standard submittals.
- C. Coordinate review of non-standard submittals with Community Relations Representative.
- D. Handle all necessary correspondence regarding architectural review matters.
- E. Check out color book to homeowners as needed.

**IV. GENERAL OFFICE:**

- A. Provides back up to Facilities Coordinator/Receptionist and Accounting Manager in their absence.
- B. Back up front desk and phones as needed.
- C. Any other task and responsibilities assigned by the General Manager.

**V. EXPERIENCE:**

- A. Must have 2 years community administration or management experience.
- B. Exceptional customer service skills.
- C. Conflict resolution experience.
- D. Must have valid Nevada Driver's License and excellent driving record.
- E. Background check required

**VI. BENEFITS/WAGE:**

- A. \$18-\$20 per hour/40 hours a week/5 days a week/some nights and/or weekends
- B. Health/Dental/Vision/other
- C. 401k Match
- D. Vacation
- E. Bonuses
- F. EOE

Please submit resume to Ann Copeland at [gm@mydesertshores.com](mailto:gm@mydesertshores.com). Please No phone calls.