



8809 Timberwilde
San Antonio, TX 78250

About Us – General Info about the GNW

The Great Northwest Community Improvement Association, Inc. (GNW) is an incorporated non-profit mandatory membership deed restricted property owners association of about 21,000 residents located in the Northwest San Antonio (Texas) in the Tezel / Grissom / Culebra Road area. GNW incorporates seven fully developed subdivisions. The association provides comprehensive facilities, programs and services to its members through full-time, part-time, and seasonal staff, working with community volunteers. We are the largest homeowners association in the San Antonio area. We have three recreation / playground areas, with two of them featuring Junior Olympic sized pools (Silver Creek and Emerald Valley), three full sized soccer fields (Silver Creek) plus tennis, basketball, and other amenities.

The Great Northwest is an equal opportunity employer. Prospective applicants will receive consideration without discrimination because of race, creed, sex, religion, national origin or other protected condition.

Drug screening showing no evidence of illegal drug use is a precondition to employment by the Great Northwest. Physical and personality profile exams are required for some positions. ALL drug screening, Personality profiles and physicals (as required) are at the Association's expense. Where applicants have equal qualifications, preference in hiring is given to Great Northwest members.

Application forms, job descriptions, and other information for all job openings are available in electronic format 24/7 from the Association's web site Job Line, www.greatnorthwest.org.

Please send an email with your request to jobs@greatnorthwest.org. Be sure to include your name, contact info (mailing address, phone, email), and a little about why you are interested in this position. Our office staff will mail you this package. We will respond to with information about our Association (same as we give new residents) plus recent copies of our monthly newsletter, The Passages. You will be contacted to verify the information prior to our sending out the package.

Return completed applications by July 31, 2007 via email or other means to:

Jobs@greatnorthwest.org or

Great Northwest Community Improvement Association, Inc.
Attention: CM Applications
8809 Timberwilde Drive
San Antonio, TX 78250

Application packets may be dropped in the outside drop box, just outside the above address, if you were unable to be there during normal 10am-7pm (M-F) office hours.

Community Manager – Basic Job Description

JOB SUMMARY:

Under general direction of the Board of Directors, is responsible for performing professional work supervising the activities of Great Northwest Community Improvement Association, Inc. (GNW). Exercises direct supervision over department directors and office staff. Creates work schedules and programs. Works with department directors to create a proposed annual budget for board approval, oversees expenditures and other related outlays for the Association. Purchases equipment and supplies within approved budget amounts. Develop and maintains stock of informational materials, prepares briefings and presentations as required. Acts as primary liaison between the Board, Department Directors and the office staff.

ESSENTIAL JOB FUNCTIONS:

- Shall be the Chief Administrative Officer of the Association and shall record or cause to be recorded the proceedings of all meetings of the Board and of the members; shall have a working knowledge of Roberts Rules of Order;
- Supervises the department directors and office staff in the operation of the Association;
- Reviews plans, cost estimates; attends meetings; identifies and PROPOSES solutions to plans and programs; organizes functions, meetings, special events;
- Ensures that interaction between Association members and the staff is professional and courteous;
- Write monthly articles for the Passages newsletter promoting the services of the Association to the members;
- Serve as Managing Editor for the Passages newsletter to supervise editor;
- Keep and affix or cause to be affixed the corporate seal of the Association as required;
- Arrange to receive, deposit in banking accounts approved by the Board, account for and disburse or cause to be received, deposited, accounted for and disbursed the monies of the Association; Arrange to keep or cause to be kept proper books of account;
- Works with department directors to prepare a proposed annual budget for board approval, by the end of the second quarter of the fiscal year and oversees expenditures and other related outlays for the Association;
- Prepare for the Annual Meeting of the Members (first Thursday of May) a report of financial activity of the Association for the preceding year; serve or cause to be served notice of meetings of the Board and of the members;
- Keep or cause to be kept appropriate records showing the members of the Association' hire agents, attorneys, contractors, etc., with the approval of the board;
- To carry out the acts, decisions and directions of the Board;
- Analyzes and makes reports, and forwards all monthly department reports to the Board;
- Continuously monitors processes for opportunities to improve the system;
- Performs related duties and fulfills additional responsibilities as required;
- Able to think "outside the box."

JOB REQUIREMENTS:

- Bachelor's Degree from an accredited college or university with a minor or major in accounting or business management.. Master's Degree and / or Professional Certification preferred;

- Minimum of four (4) years experience in management and supervision in a customer service and / or property management environment may be substituted with work experience upon review and approval of the Board;
- Must possess a valid Class "C" Texas Driver's License or obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas;
- Strong public speaking/briefing ability is a must due to constant contact with diverse segments of the community and with governmental leaders;
- Computer knowledge of a level to provide functional supervision over a modern office environment, including Windows XP, Microsoft Office, anti-virus and anti-Spyware software and best practices, Accounting software to include QuickBooks and TOPS Accounting System. We are converting from QB to TOPS at end of 2007. We are looking to convert to electronic filing, replacing paper file systems. We have contract computer IT support available to manage the internal server and work stations.
- **PREFERRED QUALIFICATIONS:**
- Ability to speak in public forums and promote the goals and objectives of the organization;
- Computer skills and experience of a level commensurate with the requirements to supervise and oversee a modern office environment;
- Strong writing skills, both formal and informal, i.e., newsletters, business letters, grants, news articles, etc., to accomplish the mission of the organization;
- Experience in home owner association operations or nonprofit operations and activities;
- Strong presentation skills and experience with diverse groups; problem solving techniques;
- Web page design; upper level management skills and experience;
- Marketing and public relations experience.

PHYSICAL REQUIREMENTS: Sedentary with some light, manual labor

WORK LOCATION: 8809 Timberwilde

WORK HOURS* 10:00 a.m. - 7:00 p.m.,
Monday – Friday (Hours will vary to accommodate attendance at Board Meetings and other special community events, meetings or functions as may be deemed important by the Board.)

*At the organization's discretion, the Work Location and Work Days/Hours May Be Subject to Change to meet organizational requirements