

INTERIM GENERAL MANAGER, Hartstene Pointe Maintenance Association, Harstine Island, Shelton, WA

Hartstene Pointe Maintenance Association (HPMA) seeks an Interim General Manager for management and supervision of its homeowner association in accordance with its established rules, regulations, and practices. This position is temporary until the HPMA Board reviews the position requirements and conducts a successful search for a permanent General Manager, a process that is expected to take several months.

The General Manager supervises six HPMA employees; monitors financial statements and provides fiscal data to the HPMA Treasurer; works closely with seven-member HPMA Board; interacts professionally with property-owners; attends all regularly scheduled HPMA Board meetings and is available for emergency meetings (weekends or evenings, as needed); serves as lead contact with state and county agencies, utilities, and contractors; and maintains equipment and repairs. Anticipated salary \$35,000-45,000, depending on qualifications (no benefits).

Candidate must have a valid WA state driver's license, background and credit check, and CPR and First Aid certification (preferred). The successful candidate will have experience in

- personnel supervision
- word processing, spread sheet, and basic database functions
- public relations (with property-owners, contractors, vendors, government agencies, and the public)
- administration, security, and operations procedures
- basic equipment operation and maintenance.

For inquiries about this position, contact Todd Coward, HPMA President, 503-997-5788. Submit letter of application, resume, and name/contact information for three references to: Search Committee, c/o Sandra Herndon, HPMA Vice-President, 202 Pointes Drive East, Shelton, WA 98584 and/or to sherndon@hctc.com. Screening will begin July 26 and continue until position is filled.