

Job Description Compliance Officer

The Compliance Officer (CCRCO) of the Lake Shastina Property Owners Association works under the direction of the General Manager and is responsible for enforcing the Covenants, Conditions and Restrictions of the Association. The CCRCO also works in cooperation with the volunteer Environmental Control Committee (ECC) to guide members through the project process.

General Job Description:

- A thorough understanding of, or the ability to learn, Association CCRs and procedures is required.
- Strong computer and organizational skills and proficiency with Microsoft Office products is essential.
- Assist members, contractors, tenants, and other agencies in the field and at the office.
- Receive project applications. Establish and maintain project files. Track projects throughout process to completion.
- Review applications and plans for adherence to Association requirements. Communicate deficiencies to applicants.
- Assign projects to ECC members for onsite review.
- Organize and attend ECC meetings, prepare ECC agendas. Record meeting minutes.
- Notify applicants of project approval status.
- Identify and process violations of the CCRs, up to and including judicial remedies.
- Establish and maintain violation files including detailed written documentation and photographic evidence.
- Submit reports to the General Manager, LSPOA Board and ECC Committee and present reports at board meetings.
- Review Boundary Line Adjustment applications.
- Perform escrow inspections and identify violations.
- Compose quarterly article for the LSPOA newsletter.
- Attend seminars and training and meet with other Code Enforcement Officers, quarterly.
- Provide oversight of Fire Fuel Abatement Program / Processes as directed by the General Manager.
- Assist maintenance crew, as directed, and perform other field and office duties, as assigned.
- Maintain accurate time records.

Prerequisite Qualifications.

- The successful applicant should have five (5) years experience in a compliance related field.
- The successful applicant shall possess a valid Class C California driver's license.
- The successful applicant shall possess a High School diploma or equivalent.

Salary Range: Depending on experience.

Essential Job Physical Demands:

- Sitting; standing; stooping; bending; squatting; walking; driving vehicle; close and distance vision; speaking; hearing; use of hands to finger, handle, feel objects, tools or controls. Operation of telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities. Will occasionally operate construction equipment.

Marginal Job Physical Demands

- Occasional lifting and carrying up to 40 lbs.; pushing; and pulling.

Environmental Demands:

- Travels to do out-of-office business in a variety of weather conditions including rain, snow and heat to +100°F
- Usually works indoors in temperature-controlled environment.
- Infrequent exposure to chemical fumes and dust associated with vehicle operation and construction sites
- Exposure to noise and vibration from office machines, vehicle operation, and construction site equipment.

Mental Requirements:

- Ability to read and understand written communications and execute written instructions.
- Ability to effectively communicate with the written word using various media.
- Ability to apply basic mathematical concepts in practical situations.
- Ability to remain focused, and work with accuracy and strict attention to detail, for extended periods of time.
- Ability to work independently, prioritize work, and make sound decisions.
- Ability to relate constructively and cooperatively with members of the Association and coworkers.
- Not a particularly repetitive job.