

# Lake Wallkill Community, Inc.

## Job Description

Position Title: Vice President, Operations

Reports to: President

Date Created: 9/23/11

Last Reviewed: 5/18/2012

### I. Position Summary.

#### Responsibilities:

- Responsible for managing Lake Operations inclusive of facilities, roads & bridges, public fire lanes and management of water runoff.
- Develops short and long term plans for Community maintenance and beautification.

## Essential Functions or Duties

### II. Description of Duties

- Attend and actively participate in all duly scheduled meetings of the Management Committee.
- Harmoniously works together with Management Committee members to solve problems/challenges or capture opportunities for the benefit of the community.
- Stays current, is familiar with and abides by the Lake's By-Laws and Rules & Regulations.
- Review and analyze monthly financial reports provided by the Treasurer.
- Lead or participate in standing or special committees as requested by the President.
- Provide budget input to the Treasurer for Lake Operations related funding requirements.
- Make timely updates to Treasurer for any budget variance. Variances in excess of 10% of annual budget require detailed explanation.
- Supervises Lake Manager. Reviews day to day activities and ensure they are aligned with Management Committee priorities.
- Ensures potable water and lake water tests are scheduled and completed timely. Report results to Management Committee, post on bulletin boards and file in Aquatic Supervision Plan.
- Utilizes "membership privileges suspended" information from the Treasurer to manage denial of services (potable water, garbage pick-up, use of facilities).
- Maintains database of potable water system hook-ups. Monitors changes and assures no cross hook-ups to properties with private wells.

### III. Special Duties

- Maintains relationships with the outside services providers including garbage, water testing, paving and others as may be required in the course of maintaining the Lake.
- Organizes Community volunteer days as a means of completing special projects or routine tasks.
- Ensures all regulatory requirements related to Lake Operations are met and reported timely. Dam inspections to be completed every three (3) years.

### IV. Qualifications

- Committed to the Lake Wallkill Community with a history of volunteer activity.
- Diplomatic in dealing with conflicts that can arise from member interactions.
- Capable of meeting the time commitments attendant to the position.
- Computer literacy preferred. Able to send and receive communication by E-Mail.
- Experience in operations, facilities management or engineering helpful.

### V. Accountability

Officers maintain a fiduciary responsibility to the Management Committee and the Membership at large.