

**CHATEAU CHAPARRAL OWNERS ASSOCIATION  
CCOA MANAGER JOB DESCRIPTION  
MAY 8, 2025**

**Job Title:** Park Manager

**Employer:** Chateau Chaparral Owners Association (CCOA)

**Position Type:** Part-time/Contract

**Hours:** Up to 20-30 hours per week, with occasional weekend responsibilities.

**Pay:** Commensurate with experience

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**Job Summary:**

The Park Manager oversees the daily operations and maintenance of the Chateau Chaparral community to ensure a safe, well-maintained, and efficiently run environment. Reporting to the Board of Managers, the Park Manager handles communications and supports long-term infrastructure planning.

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**Key Responsibilities:**

**Operations**

- Ensure the cleanliness of all common buildings. Order supplies.
- Manage housekeeping staff.
- Communicate work orders to your board liaison to communicate to the Maintenance Manager.
- Respond, along with Water Operator and Water and Sewer Repair Technician, to emergency situations, such as the need for a blast email advising owners of water off, promptly and effectively.
- Ensure all emergency preparedness for fire, water, health, and safety of CCOA.

**Administrative Duties**

- Maintain organized physical and digital records, including lot owner paperwork, organization's legal documents, and work orders.
- Solicit bids for projects as directed by the Board and present findings for approval.
- Coordinate with the Capital Expenditures and Building & Grounds Committees on infrastructure needs.
- Provide input for budget preparation and assist in managing expenditures within approved limits.
- Work alongside supporting all organization committees, board of managers, and treasurer.
- Attend Board and General Meetings to present operational updates.
- Communicate and collaborate with owners to address concerns or requests related to CCOA Park Facilities.
- Manage and maintain the building and grounds master list of projects
- Manage and maintain the ongoing agenda file for the board of managers
- Manage and maintain the water and sewer database tracking upgrades
- Manage and maintain the compliance database, perform annual compliance inspections, mailings, and picture storage. This is a 150 day process for those issues that are not cured within 30 days.
- Report compliance issues to the board of managers via email.
- Report compliance issues that are over 150 days to the board for continuation of compliance resolution or legal support.

- Manage the architectural committee master database
- Communicate all announcements to the community via email and regular mail for those without email.
- Website management
- Setup MGcone HOA software, educate owners, input CCOA database information into the new software, test software, implement software while working alongside MGcone owners.
- Maintain and manage all governing documents, policies, maps, forms, and zoom recordings.
- Responsible for the Board Secretary duties except for generating the meeting minute files. (see Secretary Duty Guidelines file for reference of responsibilities)
- Handles all incoming Treasurer communications via scan and email. Delivers original receipts and mail to Treasurer and Genesis accounting.
- Collecting quarters weekly from washers and dryers and depositing quarters at the bank into the laundry account one time per month.
- Gather laundry quarters weekly in the summertime and bimonthly in the wintertime. Separate staff employee quarters and deliver to staff weekly.
- Responsible for CCOA Office Administration Management (See CCOA Office Administrator Job Description and Procedures 2025 file)

#### **Qualifications and Skills:**

1. Experience:
  - Familiarity with basic maintenance tasks and tools.
  - MCGONE software application experience a plus.
1. Skills:
  - Strong organizational and multitasking abilities.
  - Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
  - Effective verbal and written communication skills.
2. Personal Attributes:
  - Professional and courteous demeanor.
  - Self-motivated with the ability to work independently.
  - Detail-oriented with a focus on safety and efficiency.
3. Additional Requirements:
  - Must live within a 45-mile radius and have reliable, year-round transportation.

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**To Apply:** Submit your application to the Chateau Chaparral Owners Association Board of Managers for review. Email: [ccoassn@gmail.com](mailto:ccoassn@gmail.com)