



Arrowhead Improvements Association, Inc.

Employment Position: Design Review Liaison

The Arrowhead Improvements Association, Inc. (AIA) is a HOA community on the Western Slope of Colorado, in the San Juan Mountains. The AIA is seeking enthusiastic, dedicated and passionate individuals to help maintain this peaceful community.

Design Review Liaison: This position is a liaison assignment to the AIA Board of Directors and includes the responsibility to oversee and manage the Design Review Committee's (DRC) written processes for the community. The DRC is the AIA committee which presides over and executes the written architectural requirements for the community. This position is a part-time position with variable hours based upon the needs of the community and the number architectural submissions. Most hours will be posted during the summer season when construction is active. Winter hours will reduce significantly.

RESPONSIBILITIES:

- Apply AIA governing documents, such as: Covenants; Rules & Regulations; and DRC developed forms and protocol, to make DRC decisions that match and support the governing documents of the community.
- Perform responsibilities as a committee leader, including: assigning tasks, preparing agendas, direct meetings, organize documents, review & approve minutes, perform follow-ups, ensure task completion and verify file accuracy and/or database records are complete.
- Ensure that DRC documents are complete, accurate, clear and understandable; plus well-managed and properly maintained/controlled.
- Uniformly enforce the AIA covenants and other governing documents as they relate to the duties and responsibilities of the DRC.
- Immediately report any DRC, or other AIA violations, noted or observed, to the AIA Board Liaison or another member of the Arrowhead Board of Directors.

QUALIFICATIONS:

- Full-time summer residency at Arrowhead is necessary to properly support the community.
- Ability to interpret and apply AIA governing documents such as: Covenants, Rules and Regulations and other Process Documents & Forms.
- Good computer skills with experience using: Gmail, Word and Excel
- Must have a willingness to learn database administration. Requires database reviews and the ability to upload documents and maintain records in the database.
- Required to work with a variety of individuals including: Contractors, Gunnison County Employees and Homeowners, as well as the public.
- Experience working with workgroups, committees, or teams.
- Skilled with managing projects and executing written processes.
- Cell phone and tablet skills are valuable, but not required. This individual must be willing to learn techniques to create photos and records for database upload and retention purposes.
- Construction background or experiences would be valuable, but not required.
- Valid driver's license required.
- Must be at least 18 years of age.
- High school diploma or equivalent preferred.
- Must be able to speak and comprehend English.
- Must be able to work flexible hours.
- Drug-free workplace, may be subject to drug screening and/or background check.

PHYSICAL DEMANDS: While performing the duties of this job, the employee may be required to:

- Climb on and off vehicles frequently.
- Walk through rough terrain, up hills and ungrooved wooded areas.
- Walk at will over rugged, sometimes snowy/icy terrain, and hike up owner lots and driveways.
- Reach with hands and arms.
- Move sticks, small logs and other wooden debris.
- Tag trees for removal plus mark utility and driveway paths with flags.
- Measure and document distances by pinpointing the proposed location and identifying terrain markers such as roads, major trees, utility boxes and fire hydrants to describe approved construction locations, utility cut paths and/or driveways.

Interested individuals must contact Agnes Kroneraff at 970-642-4232 to obtain an application. All completed applications, with an attached résumé must be received at the AIA office at PO Box 83 Gunnison, CO 81230 on or before September 25th, 2017 to be considered. After the applications are considered, candidates will be notified of a time and place of interview to determine the most qualified applicant.