

Skylake POA General Manager

Skylake will be accepting applications for the position of POA General Manager.

Skylake Description

Much like a small city, Skylake is a 1,400-acre community nestled in the foothills of the Blue Ridge Mountains, adjacent to the Sautee-Nacoochee Valley in NE Georgia. It is a self-governed, gated community with a 24-hour guard service, on-site management, and maintenance for common property. Skylake currently has 452 homes, 16 miles of roads, a private water system, 14 miles of walking trails, two fishing lakes, clubhouse, swimming pool, tennis courts, pickleball courts, pastures, and a horse barn.

Position Summary

This position is responsible to the Skylake Property Owners' Association nine-member Board of Directors for administering the Covenants and policies as established by the Skylake Board. The General Manager serves at the pleasure of and reports directly to the Skylake Board of Directors. Duties and responsibilities include, but are not limited to planning, organizing, controlling and managing all aspects of the POA including administration, financial stewardship, maintenance of services, facilities, amenities, entrance security and dealing with contractors providing services to Skylake. We are looking for a hands-on Manager who can inspire and lead a small staff (5 employees) as well as serve as a trusted partner and advisor to the Board.

Minimum Training and Experience Required

Bachelor's degree and/or five to seven years relevant experience in management. Three to five years supervisory experience in a POA, public utility, or in city/county management would be an asset. Must possess or be able to obtain, within twelve months, a Certified Pool Operator's License (CPO) as well as a Georgia Class 3 Water Plant Operator's License.

Compensation

Expectant starting salary is \$70,000 - \$85,000 depending on experience, education, and skill set. The position carries a competitive benefit package.

Application

Applications will be taken until June 21, 2019. Applicants must be able to pass a background investigation and a drug/alcohol test. Skylake is an equal opportunity employer. Applicants should submit cover letter, resume, and five professional references to: skylakepoagmsearch@gmail.com .

For further information related to this position, visit www.skylakepoa.org or call (706) 878-2928.