



Tahoe Donner Association Job Description

Job Title: Office Associate I – Member Services
Job Code: 465
Department: Member Services
Reports To: Member Services Office Manager
Class Code: 8810
FLSA Status: Non-exempt
Salary Level: Hourly 14
Pay Range: \$14.14 – \$19.35 per hour
File Name: Office Associate I Member Services.doc
Prepared Date: 10/15/07, revised 4/08/09, updated 4/13/11, 4/25/15, 06/18

SUMMARY

The Office Associate I, assigned to the Member Services Office, reports to the Member Services Office Manager; this person will perform everything from simple clerical work to preparing analytical reports. This position requires initiative and considerable knowledge of Association routine. Under general direction, perform routine and varied assignments, following established procedures, but requiring judgment and decision making when errors may cause confusion and delay.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent customer service to customers, business partners and employees.

Understand and effectively disseminate Tahoe Donner's policies, procedures, and regulations to owners and guests.

Inform property owners and guests regarding schedule, cost, and any other pertinent information relating to Tahoe Donner amenities, special events, and cultural programs and cooperate with community organizations to promote community wide events and services.

Collect fees, deposits, and cash sales. Maintain and tabulate daily cash received and remit to accounting in accordance with Association procedures.

Classify, issue, update, and revoke employee, property owner and guest passes in accordance with approved policy. Data Entry on Tahoe Donner's RTP system. Update property records.

Collaborate property ownership records with Accounting, ASO, and other Member Services Office personnel.

Answer Association's main telephone lines, provide information and/ or direct caller to appropriate department.

Distribute games and recreational equipment to homeowners and guests.
As time permits, and upon approval of Member Services Manager, accept work assignments from other departments.

Provide UPS service for property owners.

Sell retail clothing and Tahoe Donner items from office using point of sales system.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Requires knowledge of business letter writing and business forms; office procedures, business English including vocabulary; correct grammatical usage and punctuation; filing systems; and common office machines and their operation.

Requires experience with Microsoft computer programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required communicate. The employee frequently is required to remain stationary; move; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; position oneself close to the ground. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE