

**LAKE CUSHMAN MAINTENANCE COMPANY**

**WASHINGTON**

**GENERAL MANAGER**

**\$85,000 - \$100,000**

*Plus Excellent Benefits*

*Apply by*

**September 11, 2022**

*(First Review, Open Until Filled)*

***P*ROTHMAN**



**WHY APPLY**

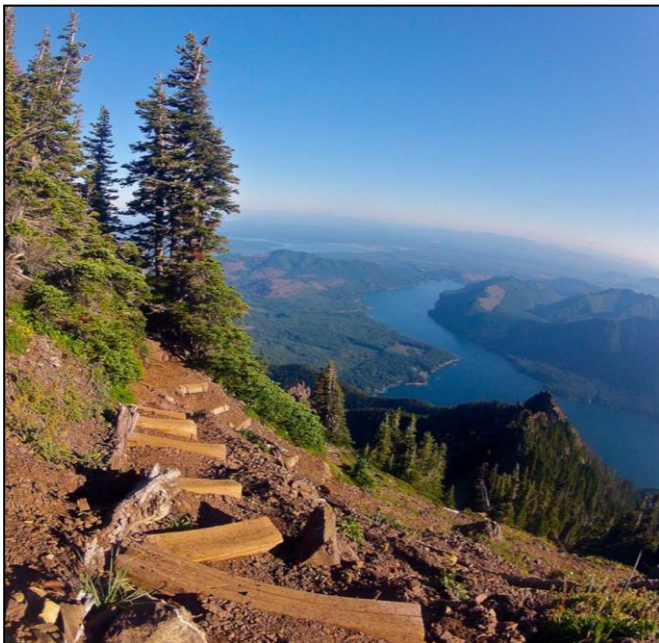


Located just 30 minutes northwest of Shelton and 45 minutes north of Olympia on Highway 101, Lake Cushman offers the best of the Pacific Northwest, ideally situated near the Staircase entrance to Olympic National Park and known as the Gateway to the Olympic Peninsula.

This position has great opportunity for a talented public- or private-sector professional to utilize their skills, knowledge base, and creative innovation for future personal growth, and to make a difference in a vibrant and progressive community. If you are looking for a challenging and rewarding career opportunity and love the great outdoors, this is the right position for you.

**THE COMMUNITY**

Located in Mason County, Lake Cushman is a 4,010-acre lake and reservoir on the north fork of the Skokomish River. The lake originally was a long narrow broadening of the Skokomish River, but was expanded after construction of the Cushman Dam No. 1, which provides electrical power to the Tacoma Power system. Lake Cushman is known for its beautiful crystal-clear blue water and the huge round rocks surrounding it, as well as thick stands of hemlock, fir and cedar trees.



The City of Tacoma via Tacoma Public Utilities owns the underlying land of the Lake Cushman Community. The original 99-year Master Lease was granted to the Lake Cushman Company (a private company) in 1966. The Lake is over 9 miles long with more than 25 miles of shoreline, offering everything from an upscale waterfront lifestyle to a more remote “off the grid” experience on the less accessible west side. Within the development, Lake Kokanee and Lake Standstill provide more water recreational opportunities for no-wake boating or kayaking and fishing in a stocked lake.

Lake Cushman has 3,150 lots or parcels, subleased by approximately 2,500 households, and many who spend vacations and weekends enjoying the area. Residents and visitors alike enjoy a thriving and vibrant family friendly community with an active, yet laid-back lifestyle. The area features many nearby outdoor activities including golf at the 9-hole, 18 tees Lake Cushman Golf Course, boating, sailing, water skiing, tubing, swimming, hiking, fishing, bicycling, disc golf and more. The five community waterfront parks are private and only accessible to residents and their guests. There are 55 miles of paved and unpaved roads. The Lake Cushman Maintenance Company (LCMC) operates two municipal-type water systems.

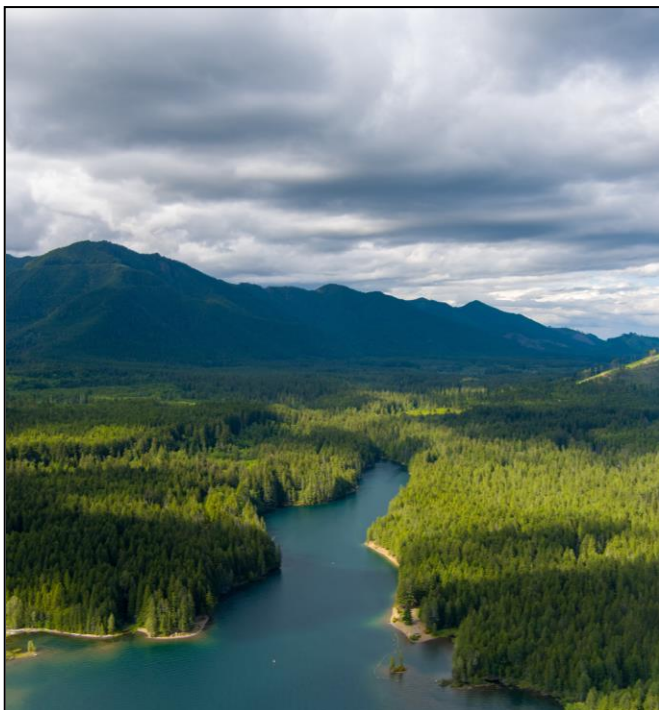
Hoodsport is minutes away and offers restaurants, unique shops and a fully stocked, locally owned grocery store. Many residents enjoy taking advantage of the close proximity to salt water activities, including boating and fishing on Hood Canal, along with great Scuba Diving for all levels of experience where divers regularly encounter Wolf Eels and Giant Pacific Octopus.

## THE ORGANIZATION

Established in 1992 as a self-governing body, the LCMC is the homeowner's association for the Lake Cushman Development. LCMC operates under a Board of Directors including three elected from each of three districts to administer the Lake Cushman Maintenance Company. Each Director is elected for a staggered 3-year term, unless there is a vacancy being filled for a partial term, and has one vote on all items coming before the Board. The Board elects four officers, including the President, Vice President, Secretary and Treasurer.

The LCMC operates on a 2022 budget of \$3,951,130 and employs approximately 35 employees at the peak of summer, including seasonal employees. The LCMC has department heads who run the day-to-day operations of the organization's six departments, which include Public Works, Parks & Recreation, Financial, Security, Support Services, and Golf Course.

The LCMC mission is to enhance the quality of life in the neighborhood through responsible management of members' money, development and maintenance of critical infrastructure, overseeing of common areas, enforcement of the Governing Documents, support of initiatives that strengthen bonds among residents, and investment in capital improvements that benefit the greater good.



## THE POSITION

Working under the general direction of the Board of Directors, the General Manager serves as the liaison between the Board of Directors and the Lake Cushman Company, the master lease holder. The General Manager plans, directs and supervises all departments, appoints and removes all department heads and approves appointment and removal of other employees. The General Manager also assures adherence to all Federal, State, County and Company ordinances, RCWs, Resolutions, & Covenants, prepares, submits, and administers the adopted budget, and advises the Board of financial conditions both for current and future needs based on the Reserve Study.

### Other Responsibilities Include:

- Administer and achieve the goals and objectives set forth in the controlling documents.
- Prepare, implement and oversee the budget, keep the Board informed of the community's fiscal, financial and operational health including periodic review and updating of the LCMC Reserve Study.
- Negotiate all bids and contracts, subject to Board approval.
- Oversee development and execution of a best practices training program.
- Protect and maintain Association assets and accurately account for all receipts and disbursements.
- Keep full, current, and complete membership, financial, and administrative records.
- Conduct periodic risk assessments to assure adequate insurance and other organizational safeguards.
- Prepare Board of Director meeting agendas and packets with Board President & attend all meetings.
- Promote/develop marketing strategies. Support LCMC Mission, Vision and Belief statements.
- Schedule regular conflict resolution training classes.
- Perform and prioritize multiple tasks and projects with a positive attitude and approach.

For a full job description and to view the full scope of responsibility for the position, please view the attachment found [here](#) or on [www.prothman.com](http://www.prothman.com).

## OPPORTUNITIES & CHALLENGES

1. Develop a strategic plan with observable outcomes to maximize community resources for the benefit of current and future full-time residential owners, part-time residential owners and recreational property owners.
2. Create an active presence in the community including attending all community events possible and be available to property owners to hear needs and concerns. Actively reach out to and collaborate with other HOAs, governmental agencies and the Lake Cushman Company, the master lease holder.
3. Review and recommend to the Board of Directors the best organization structure and operating procedures for the LCMC including the potential for contracting out needed services.
4. Update the Reserve Study/Capital Improvement Program with a short-term 6-year plan and a longer 10-to-20-year plan including realistic and achievable funding levels.



## IDEAL CANDIDATE

### Education and Experience:

It is desirable for candidates to have a Bachelor's degree, and a minimum of five (5) years' experience as an on-site HOA manager or equal management position such as City Manager/Administrator, Public Works Manager, Parks/Recreation Manager or Golf Course Manager. The ideal candidate will hold CAI Certificates, such as Professional Community Association Manager, Large Scale Manager or Community Association Professional or Municipal Accreditations/Degrees. Experience with strategic planning, setting attainable goals, and ability to develop people through management and leadership is highly desired.



### Necessary Knowledge, Skills and Abilities:

- Strong technical, written and verbal communication skills.
- Ability to manage people and provide feedback in timely manner.
- Excellent leadership skills. Ability to interact, motivate, coach and lead employees.
- Driven, self-starter and hands on approach to management.
- Self-confident and motivated to provide the highest level of quality and service.
- Conflict resolution skills and ability to train staff in these principles.
- Ability to lead by example through a high energy level of enthusiasm and strength of character.
- Management skills, a team player with the ability to develop and articulate an effective flow of ideas and information.
- High standard of professional integrity and ethics. Demands excellence and sets high expectations, while creating an atmosphere where others want to participate.
- Ability to create and implement education and communication programs, comprehensive long range plans and strategic planning skills.

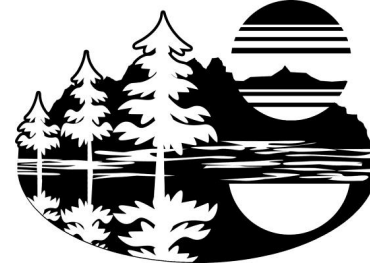
Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

## COMPENSATION & BENEFITS

- **\$85,000 - \$100,000 DOQ**
- Medical, Dental, & Vision Insurance
- IRA plan – up to 3% match
- Paid major holidays
- Negotiated vacation
- Employee Assistance Program (EAP)
- Support for continued industry participation as appropriate.
- Entrance to all amenities & annual golf membership with cart included.
- Vehicle allowance negotiable.
- Reimbursement of relocation expenses negotiable.

For more information on Lake Cushman and the Lake Cushman Maintenance Company, please visit:

[www.lakecushmanmc.com](http://www.lakecushmanmc.com)



The Lake Cushman Maintenance Company is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 11, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "**Lake Cushman Maintenance Company, WA – General Manager**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



[www.prothman.com](http://www.prothman.com)

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