

## THE VILLAGE ASSOCIATIONS OF COLUMBIA POSITION DESCRIPTION



<b>Position Title</b>	Covenant Advisor for Violations
<b>Village</b>	Oakland Mills
<b>FLSA Status</b>	Non-Exempt
<b>Full-Time or Part-Time</b>	Part-Time

### **Village Mission**

To organize and operate a non-profit civic organization, which shall be organized and operated exclusively for the promotion of health, safety, common good and social welfare of the owners of property in, and the residents of the Village of Oakland Mills in Columbia, Maryland.

### **Position Summary**

The Covenant Advisor for Violations facilitates various aspects of the Village Architectural Process in which covenant enforcement is needed on behalf of the Village. The Covenant Advisor for Violations serves as the primary contact to respond to complaints regarding Village covenants. This position educates property owners, the Architectural Committee (AC), and Village Board regarding suitable materials and design required to achieve and enforce covenant compliance. This position also interprets covenants and guidelines to residents and explains and facilitates processes including appeals procedures and covenant enforcement procedures. This position reports to the Village Manager.

### **Responsibilities**

#### Covenant Violations Enforcement

- Documents complaints and performs site inspections, referring to Guidelines and Covenants when analyzing violations
- Digitally documents violations
- Corresponds with property owners, describing violations and asking for compliance
- Follows up on non-complying properties following a timely process established by the Village Board
- Prepares 15-Day Violation Letters for the Village Board
- Monitors status of all properties on active list of violations via local and state property and judiciary records
- Uses multiple on-line databases to locate absentee homeowners
- Updates and maintains property management database
- Prepares quarterly and annual reports for Village Board regarding all covenant enforcement activities

#### Covenants Case Management

- Refers non-complying properties for legal action to the Architectural Resource Committee (ARC), preparing all relevant background information and letters/resolutions
- Tracks cases submitted to Architectural Review Committee for legal action, updating changes in property and/or ownership as needed
- Attends court cases and updates Columbia Association attorney, if requested
- Serves as a witness regarding documented violations, if requested

#### Inspections

- Performs inspections for requested Certificates of Compliance, corresponds with residents re compliance/non-compliance (in the absence of the Covenant Assistant for Compliance)
- Maintains correspondence file
- Attends monthly covenant advisor meetings

- Attends monthly meetings of Columbia Association's Architectural Resource Committee, presenting cases for legal action and preparing backup information

#### Administrative Support

- Assists residents with copies/faxes, class registrations, rentals, etc., as needed
- Answers phone calls and general questions, as needed
- Assists with special events including event set-up and office cleaning, as needed

#### **Qualifications**

- Associate's degree required; Bachelor's degree preferred
- 3+ years of experience of related experience in planning, zoning, inspections, or a related field
- Experience reading architectural drawings
- Intermediate proficiency with MS Office including Word, Excel, Outlook, and Access
- Intermediate proficiency with online property databases
- Knowledge of Village policies, practices and procedures
- Extensive knowledge of Columbia's covenants, the Village's architectural guidelines, and applicable County and State regulations regarding architectural processes
- Strong communication skills, both written and oral
- Strong organizational skills and the ability to prioritize effectively
- Ability to work well with others, process customer requests and provide necessary work-related information in a friendly, efficient and professional manner
- Ability to act as a representative of the Village to key stakeholders
- Valid driver's license and/or reliable transportation

#### **ADA Requirements**

This job operates in a services environment. 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.

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, digital cameras, and fax machines
- This position would require the ability to lift files, open filing cabinets and bend or stand as necessary
- Work involves conducting site visits and navigating outdoor terrain in adverse weather conditions
- Must be able to drive or have reliable transportation to visit various site locations
- Must have distance and near vision (with correction)
- Must be able to read diagrams, maps, and architectural drawings
- May be required to operate and lift A-V equipment
- May be required to walk up and down stairs
- Ability to lift up to 20 pounds

**DISCLAIMER:** This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

**Revision Date:** 12/16/2015