

Sun Valley Iowa Lake Association (SVILA) Job Description

Lake/Association Assistant Manager

Purpose

The Association Assistant Manager provides direct support and management capacity in support of the Association Manager of the Sun Valley Iowa Lake Association (SVILA). The Assistant Manager's essential job duties are identical to the Association Manager's, but adjusted in volume and scope, to:

- a. Compliment and leverage the Assistant's skills and experience.
- b. Create managerial depth and capacity that enhances the Manager's overall execution of their responsibilities.
- c. Provides opportunities to develop the Assistant Manager's knowledge and skills in all facets of managing the complex activities of the Association.
- d. Build working relationships with the Board of Directors and other associated parties, targeting the potential for succession of the Assistant Manager into the Association Manager position, when the timing is appropriate and to create managerial continuity.
- e. See the SVILA Lake/Association Manager position description for the full list of duties and expectations.

Duties and Responsibilities Link: [Manager Duties](#)

Required Skills or Qualifications:

The Assistant Manager should have work experience in leading and directing people and possess strong verbal and written communication skills. Minimum of one year supervisory and/or management experience is required. Managerial experience in technology, administration, construction-or-skilled trades, and/or project management is acceptable. The Assistant Manager must be able to interact effectively with a broad cross section of people in a consistently professional manner.

Work Conditions

Pass a criminal background and a drug test and possess a valid Iowa Driver's License.

Work Schedule

This is a salaried exempt position, and can be a seasonal position. While SVILA adheres and administers to a 40-hour work week, during the peak summer season this position will occasionally need to work weekends and excess of 40 hours.

Physical Demands

The physical demands described herein 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 position, the employee must:

- Be able to frequently stoop/bend.
- Be able to regularly use hands and arms.
- Be able to regularly stand and walk.
- Be able to lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision.

Residence

Prefer, but not required, that the Association Assistant Manager live within a 40-mile radius of SVL.

Salary — open, commensurate with background and experience.

Benefits

Consult the SVILA Employee Handbook for a list of benefits and services SVILA provides.

Questions

Contact the President of the SVILA Board of Directors at President@sunvalleylake.com, or the SVILA Association Manager at LakeManager@sunvalleylake.com.

Sun Valley Iowa Lake Association is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations.