

## **HMC Seeking Island Manager**

HMC Management, a private community on Herron Island, Case Inlet, Pierce County Island is seeking an Island Manager. HMC Management is the homeowners' association management company. There are about 400 members of the HOA. HMC owns and maintains a private ferry, water system, parks and common areas, roads, and docks. It has 5 full time employees, several part time and fill-in employees, and contracts with multiple companies for services. Much of the work is done by volunteers. The position is open to experienced candidates who are not members of HMC. This is an ideal part-time opportunity for semi-retired public sector or HOA manager seeking part time employment. The manager is a half time position. Expected starting rate is up to \$35 per hour and is based on experience. Position does not include retirement or medical benefits. Applications close 5 p.m., Friday, October 13.

The Island Manager is required to:

- Manage all the employees including scheduling, evaluation, and hiring when necessary.
- Respond to all Federal, State, and County regulatory agencies for operating requirements, inspections, and reporting. Since HMC operates a private ferry, small boat docks, and water system, this coordination is extensive.
- Perform administrative tasks for insurance, legal, accounting, and budgeting.
- Schedule maintenance services for all Island assets.
- Supervise implementation of Board directives
- Attend and report at monthly board meetings on 2nd Saturday of each month
- Keep all corporation records and maintain corporate policies.
- Be the focal point for all corporation correspondence.
- Negotiate and authorize the purchase of Board approved contract services and materials.
- Have project management experience to manage special projects needed to maintain Island assets.
- Provide advice and recommendations on any matters of importance to HMC.
- Communicate and work with volunteer committees supporting Island functions.

Please E-mail resume and letter of interest to [HMCMikeGraham@herronisland.org](mailto:HMCMikeGraham@herronisland.org) . Finalists will be asked to come for interviews with committee and board members.