**Job Description**

**Position: Covenant Advisor for Violations; Part-time, 20-25 hours/week**

**Job Summary:**

Reports to and performs all duties as directed by the Village Manager. Serves as the primary contact and is responsible for handling every aspect of implementing and enforcing the Covenants and Architectural Guidelines of Oakland Mills. Must possess or quickly acquire expertise/working knowledge regarding the Oakland Mills Architectural Guidelines and Covenants. Enforces - in a manner that is impartial and friendly, but firm - the legal documents signed by all Oakland Mills property owners.

**Job Duties:**

**Handles all aspects of Covenant Violations:**

* Responsible for all covenant violation and enforcement issues
* Receives and records all property violation complaints in Covenant Violations Log.
* Performs Site Inspections, referring to the Architectural Guidelines and Covenants, and employs knowledge of residential and commercial construction and maintenance practices to assess the validity of complaint(s).
* Documents any violations noted.
* When a complaint is validated, notifies the Property Owners of the cited violations and explains the Covenant Violations Timelines.
* Works with property owners to set feasible deadlines to correct violation(s) until the work is completed satisfactorily.
* Gives periodic updates, if requested, to those complainants who choose not to be anonymous and who request updates.
* Prepares 15-Day Violation letters for review and presents same to Village Board.
* Prepares Board Resolutions, including all requisite background information, to refer properties to the ARC for legal action by the Columbia Association (CA).

**Recordkeeping, Reporting, and Other Duties**

* Monitors all properties on active list of Violations, Foreclosures and Architectural Resource Committee (ARC) cases.
* Continually monitors and updates all properties listed on the Covenant Violations Log
* Provides resources and referrals to property owners when applicable.
* Works closely with the Oakland Mills Architectural Committee (AC), the AC Chair,

and the Oakland Mills Village Board.

* Prepares Quarterly and Annual Reports for the Oakland Mills Board and any other reports as requested.
* Attends a quarterly Oakland Mills Board meeting and all other meetings as requested

by the Village Manager and Oakland Mills Board.

* Attends ARC meetings, Covenant Advisor Meetings and other meetings

as required.

* Responds to requests for Letters of Compliance, performs inspections, and corresponds with residents regarding associated compliance issues.
* Performs other duties as assigned by the Village Manager.

**QUALIFICATIONS: Required Knowledge, Skills and Abilities**

**The Employee is expected to perform or possess the following:**

* Knowledge of or ability to quickly gain knowledge of Oakland Mills Village Architectural Guidelines and Covenants and all applicable County, State, and Federal regulations.
* Excellent communication skills, both written and oral; expected to deal professionally

with people, often under difficult circumstances.

* Must be computer literate and possess the ability to operate relevant computer systems,

including Microsoft Office and EXCEL.

* Must be highly organized with the ability to prioritize effectively and perform all

necessary work in a friendly, efficient, and professional manner.

* Ability to conduct site visits and inspections independently and in various weather

and land conditions.

* Ability to act as a representative of the Village to the public and to various committees.
* Must work a consistent schedule to be arranged by the Village Manager.
* Must be able to attend evening meetings which are scheduled in advance.
* Must have valid driver’s license, clean driving record, and reliable transportation available for site visits and inspections.

**Physical and Environmental Conditions**

Though work routinely requires no unusual demand for physical effort there are times, especially when making site visits that the employee will have to traverse uneven terrain, slopes, hills, etc.
Work environment involves everyday risks or discomforts that require normal precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment, and/or avoidance of trips and falls. Work will include being outdoors conducting site visits in adverse weather conditions.

The above job description is not intended, nor should it be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I have read and reviewed this job description.

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Signed (name) Date