

**GLENSHIRE/DEVONSHIRE RESIDENTS' ASSOCIATION ("GDRA" or "Association")**  
**JOB DESCRIPTION**

**Job Title:** Community Standards Coordinator

**Work Location:** The Glenshire/Devonshire Residents' Association, Truckee, CA

**Division/Department:** Administration

**Reports to:** GDRA's Manager

Part-time, Nonexempt

Date: February 20, 2026

This is a part-time, year-round, position, with the opportunity of becoming full-time. The position is anticipated to work between 24-30 hours per week, and the anticipated schedule will be Monday to Friday between 8:00 am - 6:00 pm, with flextime and vacation. There will be a minimum introductory orientation period of one month. Employment at GDRA is "at-will" which means that GDRA or the employee may terminate the employment relationship at any time with or without notice, and with or without cause. An employee contract may become available within 12 months.

**Position Summary:**

The "Community Standards Coordinator" is assigned to the Administration Department,. They will report to and have the support of the GDRA Manager ("GM") with the goal of supporting and enhancing the quality of life and property in Glenshire/Devonshire. This position is responsible for exterior property inspections within the Community; for directing and overseeing the Design Review processes; and for administering and enforcing community standards according to the Covenants Conditions & Restrictions ("CC&R's"), Design Review Guidelines ("Guidelines"), Civil Code and Rules & Regulations as established by the Association's Board of Directors.

The Community Standards Coordinator duties/decisions will be performed to reflect the GDRA Guiding Principles:

- ✓ Maintain and improve all common areas and facilities
- ✓ Maintain and improve safety
- ✓ Protect the Association's natural environment
- ✓ Promote healthy living and connectivity
- ✓ Foster an engaged, connected membership
- ✓ Encourage a diverse community that supports the current quality of life at GDRA

**General Expectations for All GDRA Staff Members:**

- Maintain regular and punctual attendance as scheduled`
- Communicate and engage with others in a professional and respectful manner
- Maintain compliance with GDRA policies and procedures
- Maintain a positive attitude and provide exemplary customer/member service even when working under pressure
- Be a team player who openly collaborates and maintains positive relationships with coworkers
- Participate in employee training and staff meetings as required
- Comply with all GDRA safety policies, including but not limited to, wearing personal protective equipment (PPE) when required, and operating all machinery safely and according to safety instructions

**Responsibilities and Duties:**

- Assist in interpreting, administering, and disseminating the Association's regulations, policies and procedures to members and guests.
- Coordinate the DRC Project Review Application processes, including all communication with applicants (i.e. members, contractors, design professionals, and realtors) for all questions and the application process.
- Coordinate DRC meetings from the beginning to the end of the process. This includes preparing all DRC application packets and appropriate correspondence, ensuring all checklist items are included with application packets, draft meeting agendas, preparing the meeting room & A/V setup, attending all DRC meetings (approximately 2 times per month), draft meeting minutes, and issuing decision letters to applicants.
- Complete any DRC related pre-review meetings, onsite inspections, post-review meetings and final inspections.
- Coordinate with AP in the collection and tracking of DRC fees or deposits, releasing of deposit balances upon final inspection of a project, and any other administrative needs of the Committee.
- Administer the DRC Notices process including on-site inspections, preparing notices to members, providing appropriate information for and attending the Board of Directors Executive Violation meetings, drafting post-hearing notice of violation letters, and following up to ensure violations are addressed.
- Coordinate and execute all aspects of property compliance that may arise from change of ownership escrow inspections, community complaint, etc. Conduct and document exterior inspections, communicate with property owners and other involved members regarding alleged violations, and work with property owners to define and execute a plan for resolution through completion.
- Maintain accurate records of inspections performed including communications with individuals and compliance or noncompliance with CC&R's and Association Rules. Prepare correspondence and notices according to office procedures including additional documentation as required.
- Fuels management: Assist GDRA with fuels management on GDRA common area, including coordination with the GDRA Registered Professional Forester (RPF), Manager, and Truckee Fire Protection District (TFPD), prioritizing and integrating the removal of trees and brush as part of a larger Wildfire Compliance Plan for GDRA common areas.
- Defensible space: Assist the GDRA RPF as needed with seasonal defensible space inspections and other inspections, as needed, and assist with Defensible Space updates to the community. Training will be provided.
- Other duties as assigned by GM.

**PARTNERSHIPS/COMMUNITY EDUCATION**

- Assist GDRA staff with the dissemination of community standards education and outreach information.
- Coordinate and interface as needed with Truckee Fire Protection District Fire Prevention Specialist.
- Maintain a current and working knowledge of Town of Truckee ordinances.
- Maintain a current and working knowledge of GDRA, including CC&Rs, Rules and Policies and Procedures.

**ADMINISTRATIVE/OTHER**

- Operate office equipment such as telephones, computers, copiers, scanners, tablets, etc. Utilize various computer software packages including inspection software, word processing, and spreadsheets, as required.
- Maintain all files, tickler systems and records required by the Inspection office procedures.
- Safely operate vehicles within the development in all weather conditions.

**Working Conditions:**

Exposed to outside weather conditions during property inspections and meetings. The work environment has a moderate noise level.

**Essential Physical Requirements of Position:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee will frequently be required to stand/sit/walk and/or be stationary for extended periods of time.
- The employee will be required to use their hands and fingers to grasp handles or feel.

- The employee must frequently lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee will be required to perform repetitive tasks.

**\*\*NOTE:** If an applicant or employee has a qualifying disability or medical condition that affects his/her ability to perform the essential duties and requirements of this position, the individual should promptly advise the Operations Manager and the Association will engage in the interactive process with the individual to determine if a reasonable accommodation exists to help him/her perform the essential duties and requirements and, if so, whether it can be provided by the Association without creating an undue hardship for GDRA. The Association may require supporting medical documentation from the individual’s health care provider to support a request for reasonable accommodation.

**Qualifications:**

To satisfactorily perform this job, an individual must be able to perform each responsibility and duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education, Experience, Qualifications:**

- Education - University/College associate or bachelor’s degree preferred.
- Experience - Ability to interact with others in a professional and respectful manner.
- Experience - Ability to properly dress for the position.
- Experience - Minimum one (1) year experience in some or all described responsibilities and duties.
- Experience and knowledge in Construction/Landscape desired.
- Experience - Microsoft Office programs including Word, Excel, Power Point, required.
- Experience - Creating business letters and forms; office procedures, business English, including vocabulary, correct grammatical usage and punctuation; filing systems; and operating common office machines.
- Ability to understand Association rules and regulations.
- Ability to review architectural drawings and site plans.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, safety regulations, and governmental regulations.
- Ability to write reports, business correspondence, and procedures.
- Ability to effectively present information and respond to questions from managers, members, and others.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work under pressure and deadlines, as well as prioritize time effectively.
- Licenses - Requires possession of a valid Class C Driver’s License and a driving record meeting the minimum standards required by the Association insurance carrier.
- Proficiency in speaking and writing in English for the safe and efficient operation of the Association because this position will regularly interface with owners and visitors of the Association and may need to respond to situations requiring prompt and clear communication to resolve issues.
- Working knowledge of how an HOA functions, or previous experience within an HOA or Property Management, is preferred.
- Attention to details and IT-oriented is preferred.

<b>Job Description Reviewed and Approved on:</b>  <hr/>	<b>Signature of Manager:</b>  <hr/>
<b>Job Description Received and Reviewed by Employee on:</b>  <hr/>	<b>Employee’s Signature:</b>  <hr/>