

## **Regency Director Job Description**

**The Director is the key person in the smooth, successful operation of Regency Retirement Residence. He/She coordinates all operations and activities. This is a part-time, non-benefited position currently approved at 20-25 hours per week.**

### ***I. Administration***

- A. Promote a warm and friendly atmosphere
- B. Execute Board Policy and follow procedures outlined in Bylaws, Covenants, and Handbook
- C. Serve as the primary point of contact for prospective residents, vendors, volunteers. Be available during business hours via telephone and email.
- D. Be familiar with common computer software and operations such as Microsoft Office Suite. Basic computer competence is essential for this position.
- E. Coordinate resident activities and develop a monthly calendar of events.
- F. Schedule van transportation and guest room usage.
- G. Follow procedures for selling and transferring units.
- H. Keep legal documents updated.
- I. Set up emergency procedures (i.e., fire, tornado).
- J. Maintain and distribute current contact list for residents and their emergency contacts.
- K. Attend and report at all meetings of the Board of Residents.

### ***II. Supervision***

- A. There are two employees of the Regency who are supervised by the Director: cook and maintenance/grounds person.
- B. Promote a friendly and professional atmosphere at Regency and establish trust with employees.
- C. Supervise employees, ensure adherence to responsibilities and duties, and maintain employee timesheets.
- D. Evaluate employees.

### ***III. Marketing***

- A. Plan, advertise, and coordinate tours and open houses.
- B. Show units to prospective residents and interested visitors.
- C. Advertise vacancies on website and social media.
- D. Maintain an active reservation list; inform Board of who is on the list.
- E. Prepare advertising brochures and other marketing materials.

#### ***IV. Finances***

- A. Handle daily, weekly, and monthly receipts, deposits, and submit bills to bookkeeper for payment. Ensure full payments are received on time.
- B. Code invoices, chart accounts, and charge meal and garage usage (as well as any other charges) to residents; deliver statements to residents.
- C. Track petty cash and reconcile petty cash account
- D. Work closely with Board, Treasurer, and bookkeeper.
- E. In consultation with Treasurer and Budget Committee, prepare an annual budget for Boards' and Residents' study and approval.
- F. Monitor credit card usage and activity on all accounts (Ridley's, Safeway, Walmart, etc.).
- G. With bookkeeper, maintain accurate records of transactions in QuickBooks.
- H. Maintain familiarity with all accounts; be prepared to make recommendations on funding available for special projects.

#### ***V. Operations***

- A. Coordinate food service program. Type and distribute weekly menus.
- B. Monitor vendors, appliance purchase and repairs. Be familiar with building and physical plant operations.
- C. Maintain log of unit maintenance.
- D. Set schedules and develop a weekly newsletter.
- E. Coordinate work orders with staff and document work completed.
- F. Monitor building cleanliness and needed maintenance (inside and out). Work with weekly cleaners to ensure all parts of building and common areas are kept clean.
- G. Guest Room: schedule cleanings; monitor supplies and restock as needed.
- H. Prepare Board and resident meeting agendas.
- I. Secure bids for lawn care, snow removal, building repairs, appliances and other operations for Board approval.

#### ***VI. Miscellaneous***

- A. Good faith effort has been made to include all Director responsibilities in this job description. In the case that the Director becomes aware of a necessary function not already assigned, the Director agrees to appropriately delegate that task (to other staff member or contract worker) or perform it herself/himself.
- B. Performance appraisals: First evaluation after 3 months, then annually. Pay increase based on merit and performance grade and budget.

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Signature of Employee

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Date