GREATER TYLER ASSOCIATION OF REALTORS®, INC.

POSITION DESCRIPTION

1. Position Title:

MEMBERSHIP AND MULTIPLE LISTING SERVICE COORDINATOR:

Purpose:

The purpose of this form is to describe the duties, responsibilities and decision order, supervisory and communicative activity guidelines and creativity applicable to a particular work role.

3. Position Description:

Subject to the approval of the President & CEO serves as the primary membership information processor for the President & CEO. Develops maintains association Internet site as a member and public service. Key (Management Information Systems) MLS contact at the association. Plans and administers information systems for the association. Supervises office automation and related services. Acts as liaison with software vendors in program maintenance and with service vendors for maintenance of computer hardware. Has a working knowledge of the distribution of all GTAR electronic member communications. Serves as Staff Liaison to the Membership, Multiple Listing Service, and other assigned Committees. Manage fully operational website with web commerce and Intranet capabilities, and support the director of member services with content management and editing responsibilities. Performs a variety of related activities.

4. Responsibilities:

A. Programs/Tasks

1. Process Membership Applications by acknowledging receipt follow through to Association orientation.

2. Oversees the printing list of names of new applicants for publication by the Receptionist.

3. Maintains computer files and hard copy files in an up-to-date manner through transfers and cessation of membership and notifies TEXAS REALTORS® and NATIONAL ASSOCIATION OF REALTORS® of above.

4. Maintains the computer files on Association membership in regard to posting, collecting.

5. Serves as Staff Liaison to the Multiple Listing Service Committee.

6. With the President & CEO, maintains liaison with the MLS and Membership Committees which includes attendance at meetings and whatever other duties and information the Committees should desire.

7. Supervises accurate and timely input of MLS data, Association is responsible for.

8. Maintains the files for MLS input data.

9. With the President & CEO, evaluation, and selection of electronic resources and the installation of same; recommends policies regarding technology.

10. Is responsible for monitoring computer input by other employees.

11. Operating efficiently all equipment necessary to complete responsibilities, and has working knowledge of others.

12. Confirmation of active members in member offices.

13. Instructs Association Professional Development Classes where qualified and assigned.

14. Assists Association staff as workload dictates, or as assigned by the President & CEO.

15. Other duties as assigned by the President & CEO.