

Property Management Professional

Vaccine Mandate and Testing Protocol

The Chelmsford Housing Authority requires that all staff either provide proof that they are fully vaccinated or submit to the Agency's testing protocol requiring a COVID-19 test twice weekly. Any offer of employment will be contingent upon proof of vaccination or agreement to submit to the Agency's COVID-19 testing requirements for staff. Position Summary:

The Chelmsford Housing Authority seeks an experienced Property Management professional to manage three affordable rental communities: Devens, Harvard and Chelmsford. The site manager will be based in Devens; travel to the other rental communities is required. Mileage will be reimbursed. The site manager will ensure established property standards are met, maintaining high resident occupancy requirements, reviewing delinquent accounts and taking required action while responding to all residents' requests in a timely, efficient and courteous manner.

Primary Duties and Responsibilities (Essential Functions**):

- Ensures ongoing resident lease compliance;
- Ensures resident compliance with established policies, rules and procedures;
- Processes and prepares resident lease applications; leases up approved candidates;
- Participates in internal and external audit processes, quality control and file reviews for program compliance with mandated state and federal guidelines and regulations;
- Other duties as assigned.
- Preparation, Knowledge, Skills and Abilities

REQUIRED:

- Three years' of Low-Income Housing Tax Credit, HOME and Section 8 experience with proven track record;
- COS, C3P or comparable designation;
- Knowledge of state and federal program and reporting requirements;
- Ability to communicate effectively, both written and verbal;
- Proven ability to respond to residents;
- Track record of investigating complaints and disturbances, and resolving problems following management rules and regulations in a timely manner;
- Time management skills and ability to prioritize;
- Strong attention to detail and solid interpersonal skills;
- Ability to take initiative and be self-motivated.

Supervision Received:

Receives direct supervision from Director of Property Management; acts within limits of assigned responsibilities.

Supervision Exercised:

The role has no supervisory responsibilities

Working Conditions/Physical Demands

- General office work
- Requires long hours of sitting and use of office equipment
- Requires frequent on-site visits to properties