

Non-Union

In support of the Access Mission, Strategic Commitments, and Values we are looking to fill the following position:

Property Management Director, is responsible for the full spectrum of on-site management and operations functions including staff supervision, marketing & leasing, maintenance, subsidy and compliance programs, for all properties owned and/or managed by *Access*.

Responsibilities: Supervise property management staff, respond to lease inquiries, comply with Agency's Affordable Housing Marketing Plan, comply with HUD, DECD, CHFA, and CT Housing standards, maintain records of all property transactions, address tenant concerns and requests, maintain vendor/contractor communications, assist in TRACS submission and REAC inspection preparation.

Qualifications: Bachelor's degree in a related field plus a minimum of one (5) years property management experience. * Management experience must include Section 8 or 202 housing projects. NAHMA FHC & CPO or NCHM equivalent housing certifications required. Work independently with a diverse group of clients, reads and comprehends complex lease documents, program plans and agency policies and procedures. On Call availability for evenings and weekends. Able to transport self as needed outside of the office. Demonstrated computer skills with working knowledge of Microsoft Office Suite and One Site property management software. Communicate effectively in both the written and spoken word. Bilingual in Spanish helpful.

(*Significant work experience may be substituted for education credentials.)

Human Resources Dept., Access Community Action Agency, 1315 Main St., Suite 2, Willimantic, CT 06226. AA/EOE