

HOUSING AUTHORITY OF THE TOWN OF ENFIELD

1 Pearson Way
Enfield, Connecticut 06082
(860) 745-7493
Fax (860) 741-8439
TTY/TDD: 800-545-1833 Extension: 849

Housing Portfolio Manager

March 4, 2021

The Enfield Housing Authority is seeking a qualified individual to fill the position of Housing Portfolio Manager.

Position Summary

This is highly responsible administrative and professional work in planning, coordinating, and managing the agency's affordable and Section 8 housing programs and resident initiative programs and activities. Ensures all programs are properly operated in compliance with applicable State, HUD, and federal regulations and Board policies and within pre-established budgets.

An employee in this classification is responsible for the economic and efficient administration of the affordable housing and Section 8 programs and associated occupancy functions for the Housing Authority. The employee must possess a thorough knowledge of all laws, rules, regulations, policies and procedures governing the management of affordable housing and Section 8 programs. Thorough knowledge of computer hardware and software is also essential. Employee exercises supervision over a staff of administrative and clerical personnel. Work is performed under general supervision of the Executive Director with wide latitude for exercise of independent judgment and action in making decisions and interpreting policies and procedures. Work is reviewed by the Executive Director through conferences, reports, and evaluation of results obtained.

Desirable Knowledge, Skills and Abilities

1. Knowledge of the purposes, policies and regulations of the Authority as established by the Board of Commissioners or as set forth by the State of Connecticut or HUD regulations.
2. Knowledge of the local, state and federal laws governing affordable state and federal housing programs including health and fire regulations, landlord/tenant relationships, leasing of property and evictions.
3. Thorough knowledge of the Admission and Continued Occupancy Policies, Tenant Selection and Assignment Policies and Section 8 Administration Plan adopted by the Housing Authority.
4. Knowledge of the organization and programs of other community agencies and groups that can assist the Authority and help provide for the health, welfare and recreational needs of the residents.
5. Ability to establish and maintain effective working relationships with supervisors, associates, residents, representatives from neighborhoods, community leaders, and federal, state, and local officials.
6. Knowledge of modern office practices and procedures.
7. Knowledge of report preparation techniques. Ability to maintain complex clerical records and prepare reports
8. Skill to operate personal computer, typewriter, calculator, and other common office machines.

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9. Ability to make mathematical computations with speed and accuracy.
10. Ability to deal courteously and tactfully with the general public and to handle irate tenants in a calm and fair manner.
11. Ability to physically access all housing units and common areas.
12. Computer literate with the ability to operate a computer and ability to learn and manipulate the appropriate Authority software programs.

Minimum Qualifications

1. Graduation from an accredited college or university with a degree in Business Administration, Public Administration, Sociology or related field; and
2. Four years responsible experience in public, state, assisted or private sector housing;
3. Or a combination of education, training, and experience equivalent to the above.

Special Requirements

1. Ability to be covered under the Housing Authority's vehicle insurance policy.
2. Ability to be covered under the Housing Authority's fidelity bond.
3. Certified to conduct Section 8 HQS Inspections.
4. Certified as a Section 8 Administrator.
5. Possession of a valid State of Connecticut driver's license.

A complete copy of the job description is available upon request. **Interested individuals should submit a cover letter and a resume of qualifications to the address above.**