



Property Manager

The Aurora Housing Authority (AHA) is seeking qualified applicants for the position of Property Manager. Under the general supervision, the Property Manager responsible and accountable to the LIPH Director with a wide range of activities related to determining and documenting applicant and/or participant eligibility, income, rent, manages operations, maintenance and administration of housing community to which they are assigned using written administrative policies and procedures. The position requires full accountability for assigned cases including accurate and complete files, resolution of customer service cases, supervises property staff, custodial staff and maintenance assigned to the site.

Qualifications Required:

- Associate's degree from an accredited college or university with a major in Finance, Information Technology, Urban Planning, Business/Public Administration or related field; a minimum of 6 years' experience in affordable housing, leasing management or other related field and a minimum of 3 years supervisory experience
- Must have a Public Housing Rent Calculation Certification or obtain one within 6 months of hire
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check

. Interested applicants please email your letter of interest and resume to Ms. Maria Godinez at mariagodinez@auroraha.org or by mail to Aurora Housing Authority, 1449 Jericho Circle, Aurora, IL 60506 No faxes will be accepted. Salary is commensurate with experience and education. Position shall remain open until filled.