



New York State Division of Housing and Community Renewal

Hampton Plaza
38-40 State Street
Albany, NY 12207

JOB OPPORTUNITY POSTING NOTICE

NOTICE NO. 08-2023

STARTING DATE: IMMEDIATELY

POSTING DATE: 03/20/2023

TITLE & GRADE: Assistant Commissioner for Weatherization / SG-600

NUMBER OF VACANCIES TO BE FILLED: 1

NEGOTIATING UNIT: M/C STATUS: PERM DURATION: Full Time

LOCATION & UNIT: 641 Lexington Ave./ Office of Housing Preservation – Weatherization

SUPERVISOR: Samantha Pearce

The Assistant Commissioner of Weatherization Services will oversee various Federal and State funded programs that deploy New York State’s Weatherization Assistance Program, Stimulus Weatherization programs, and health and safety programs. The Assistant Commissioner will be responsible for ensuring the successful deployment of the Weatherization program including (1) ensuring annual budget allocations are fully expended timely, (2) complying with Federal and program policy, and (3) overseeing a staff of 35+ and a Subgrantee network of 40+. The Assistant Commissioner will report to the VP of Sustainability. The Assistant Commissioner will coordinate with the VP of Sustainability to ensure the Weatherization programs contributes to New York State’s decarbonization and 2 million climate friendly homes goals, working collaboratively to achieve these goals through the Weatherization services provided through WAP. Other job responsibilities include:

- 1. Directly supervising at least three (3) managers including weekly supervision, distribution of program tasks, setting priorities, and assisting in staff development.**
- 2. Overseeing the hiring and training of new staff being brought on board as we grow our team to deploy the additional federal funding.**
- 3. Managing the Weatherization budget, which includes multiple sources (such as Department of Energy’s Weatherization Assistance Program and U.S. Health and Human Services Low Income Heating Assistance Program) with various expenditure deadlines**
- 4. Completing Federal reporting requirements for DOE, HHS LIHEAP and other source funding requirements**
- 5. Reporting monthly on production including but not limited to cost, funding expenditures, energy reduction, and unit count to various internal stakeholders**
- 6. Advancing the Weatherization Program to align with NYS goals of carbon reduction**

7. Coordinating with various state agencies (such as NYSEDA and OTDA) as needed to deploy Weatherization services successfully
8. Developing new programs as needed that support Weatherization, and electrification readiness, through the Subgrantee network established under the Weatherization Assistance Program.
9. Managing procurement and contract negotiation as required to successfully deploy all Weatherization programs
10. Provide no less than quarterly programmatic updates to the PAC network, Coordinate with PAC members to receive direct feedback on programmatic changes, operations, or other.
11. Collaborating with other programs within HCR to leverage Weatherization with our Section 8 programs and other preservation tools.
12. Representing NYS HCR at events related to carbon reduction and Weatherization services
13. Staying up to date on relevant decarbonization and weatherization technology in single family and multifamily homes
14. Staying up to date on new federal rules, regulations, and opportunities related to the Weatherization program.

This job description is not intended to be all inclusive and an employee will be expected to perform other reasonably related duties as assigned.

QUALIFICATIONS:

Bachelor's degree, or equivalent work experience, and a minimum of at least seven years of experience working in a professional office setting, managing a team of at least ten people, and overseeing a program budget successfully. The ideal candidate will have experience working within or participating with the Weatherization Assistance Program services, network, and/or federal policies related to Weatherization.

Education and professional experience in urban planning, real estate development, sustainability policy, environmental justice, resilience policy, affordable housing development, Architecture/Engineering or sustainable development strongly preferred.

Essential Skills:

1. Experience in program management including managing a team, reporting, and budget management
2. Experience with federal programs, compliance and grants management
3. Experience working with networks of nonprofits or other locally based organizations
4. Experience drafting reports, internal and external memos, and white papers
5. Experience supervising a team of at least ten people, or direct hired consulting firms
6. An understanding or experience with the DOE Federal Weatherization Assistance Program
7. An understanding, and familiarity with the State's Climate Leadership and Community Protection Act goals, specifically related to Housing and Disadvantaged Communities
8. Can work independently on assigned tasks with some support
9. Familiarity with regulated affordable housing, either with design or implementation, financing, or development.
10. An understanding of decarbonization strategies in Housing

Candidates must possess the following qualities and strengths:

1. Ability to communicate effectively both orally and in writing with an attention to detail and professionalism in all communications with staff and the public.
2. Ability to work independently and manage various project during the same time period
3. Strong analytical, organizational, and problem-solving skills.
4. Work effectively in and with diverse communities.
5. Leadership experience, ability to lead and manage a team of at least 20 people

6. Strong collaboration skills, working with various interested parties to deliver one service/program
7. Ability to work with an in-house database and coordinate advancements as needed
8. Familiarity with 10 CFR part 440

Please provide a current resume if interested in this position.

[To Apply, Click Here](#)

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TO BE CONSIDERED, YOU MUST SUBMIT AN "EMPLOYEE APPLICATION FOR JOB OPPORTUNITY" WITHIN TEN (10) BUSINESS DAYS FOLLOWING THE ABOVE POSTING DATE TO THE PERSONNEL OFFICE. THIS FORM, (ADM-128) IS AVAILABLE ON THE INTRANET OR FROM THE PERSONNEL OFFICE. EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. REASONABLE ACCOMMODATIONS WILL BE PROVIDED TO DISABLED CANDIDATES UPON REQUEST.