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**Deputy Commissioner, the Office of Community Renewal**

Position in: Albany, NY

**New York State Homes and Community Renewal (HCR)** fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, ***HCR*** is a vibrant, innovative agency that integrates and leverages New York State’s housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low and moderate income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

HCR’s Mission and Goals:

* Partner to improve and preserve New York State’s homes and communities
* Finance and leverage resources to create and preserve safe, decent and affordable housing for the States low-moderate income individuals and families
* Support the revitalization and economic growth of the State’s destressed communities and neighborhoods
* Increase compliance with rent laws and regulations in order to protect the legal rights and obligations of tenants and owners: and
* Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

The Office of Community Renewal (OCR) mission is to administer a combination of State and Federal funding resources to develop or support programs that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate-income persons.

**Position Summary:**

Under the general direction of the Senior Vice President, Homeownership and Community Development, the Deputy Commissioner, Office of Community Renewal is responsible for the successful administration of ten active state and federally funded affordable housing and community development programs, with a combined annual program budget of more than $100 million.

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

* Develop program goals and monitor program activity;
* Direct the preparation of and approve legislatively mandated reports;
* Analyze data and direct modifications to respond to changing conditions;
* Manage a staff of over 40 New York State and Housing Trust Fund Corporation employees located in Albany, Syracuse and Buffalo;
* Administer multiple annual competitive grant application processes including drafting and distribution of RFPs and scoring and review of application materials;
* Advise on and participate in policy and budget-making development and implementation;
* Represent the Governor, Commissioner and Agency at events, conferences, and other public engagements
* This position requires occasional travel. Amount of travel varies throughout the year.

**Minimum Qualifications and Desired Skills:**

* Master’s degree in planning, public or business administration
* Minimum of ten (10) years of professional work experience in government, municipal assistance or grants management position.
* Management experience, including supervising staff members in regional locations;
* Experience working in a broad range of communities, i.e. population size, geographic region;
* Understanding of how to work effectively in and with diverse communities;
* Interest in Housing, Community and Economic Development;
* Affinity toward technology;
* Strong analytical, organizational and problem solving skills;
* Demonstrated experience performing administrative duties with speed and accuracy without immediate and constant supervision;
* Ability to communicate effectively both orally and in writing with an attention to detail and professionalism in all communications;
* Knowledge of Internet and ability to research and retrieve information;
* Well organized and self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks;
* Comprehensive experience with Microsoft Office. Specifically:
* **Word**

Creating new documents, formatting, typing a full range of correspondence, reports, creating templates, proofreading for content, and editing using knowledge of grammar, punctuation and spelling. Experience using forms, table of contents, and advanced formatting features preferred.

* **Excel**

Creating new spreadsheets, recording, arranging, organizing and formatting data. This includes tracking and monitoring the status of project events or workflows in a detailed spreadsheet format. Ability to work in multiple worksheets, perform calculations, compose formulas and functions such as pivot tables is preferred.

**Instructions for Applicants:**

Applicants must include a cover letter and resume.

**What we offer:**

* Exciting opportunity to be part of New York’s resurgence to greatness;
* Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
* Promotional opportunity for dedicated professionals.

**TO APPLY, please send resume and cover letter:** [HTFCJobs@nyshcr.org](mailto:HTFCJobs@nyshcr.org)

**Please include the name of the position that you are applying for in the subject line.**

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