



## Homes and Community Renewal

### *Job Opportunities at New York State Homes and Community Renewal*

***Build a career while building a better community. Rewarding careers in Public Service start here!***

## **PROCUREMENT COMPLIANCE SPECIALIST**

**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.

**The Office of Economic Opportunity & Partnership Development** has been in operation for eight plus years. This office is responsible for monitoring the procurement activity of the integrated housing agencies which includes six Public Authorities and one Executive Agency. The primary goal is to ensure economic opportunity within the HCR structure for Minority- and Women-Owned Businesses (MWBEs) statewide, which includes outreach, technical assistance, strategic planning, monitoring and reporting. With the Governor's mandate of 30% MWBE participation and a 6% Service-Disabled Veteran-Owned Business participation, the task has intensified. This office has also been tasked with monitoring projects which must adhere to the Davis-Bacon Act.

### **Job Summary**

As a Procurement Compliance Specialist for the six public authorities and one executive agency under HCR's umbrella, staff would ensure MWBE and SDVOB participation in procurements throughout HCR. Specific responsibilities would include:

- Developing strategies with procurement staff to increase MWBE and SDVOB engagement
- Reviewing procurement guidelines as well as departmental policies and procedures to ensure the facilitation of MWBE and SDVOB contracting
- Attending industry related conferences and events as well as conduct other outreach to establish and maintain relationships with vendors including MWBE and SDVOB firms
- Collaborating with management on creative ways to engage MWBE and SDVOB firms



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- Acting as the designated representative of the unit Vice President on Request for Proposal review committees
- Creating and maintaining data analyses which demonstrate how the unit utilizes MWBE and SDVOB firms
- Execute strategies developed by unit leadership to drive continued improvement
- Acting as liaison to Empire State Development and Office of General Services on procurement issues
- Developing and maintaining trusting relationships with staff in the various program areas of the Agency
- Completing and submitting quarterly reporting
- Providing technical assistance to the MWBE/SDVOB community
- Encouraging MWBE/SDVOB certification
- Evaluating and advising on the organization, methods, and procedures for providing administrative support systems such as records, communications, directives, forms, files, and documentation
- Develop Deficiency Reports and conduct follow-up
- Attend training when available

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

#### **Qualifications:**

- Bachelor's degree preferred with equivalent work experience
- Proficient in use of various computer software
- Excellent written/communication skills
- Data analysis; experience in monitoring compliance with governmental housing regulations
- 2-4 years of procurement/supplier diversity experience

#### **WHAT WE OFFER:**

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

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

New York State is an Equal Opportunity Employer (EOE)