



# 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!*

## **VICE PRESIDENT OF FACILITIES AND ADMINISTRATIVE SERVICES**

**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 Professional Services (OPS)** is responsible for all administrative and support services, including Human Resources, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services.

### **DUTIES AND RESPONSIBILITIES:**

The Vice President is a division head level position with responsibility for formulating, developing and implementing overall operating policy for the Agency's facilities and administrative services. This position reports directly to the Senior Vice President of Professional Services.

The Vice President of Facilities and Administrative Services has overall responsibility for directing and supervising the Agency's support service operations. The Vice President of Facilities and Administrative Services determines priorities in services to be rendered and resources to be used and has primary responsibility for the formulation of policy in the following areas:

- Develops operating policy and participates in policy making with respect to determinations of practices, procedures, guidelines and standards for facilities management, insurances policies, production, inventory control, mail room activates, fleet management, records management,



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document reproduction, telecommunications, inventory control, security, travel, web casting, lease negotiations, purchase order system and internal construction;

- Deploys Agency personnel and resources in his division to meet the mission, goals and objectives of the Agency with respect to its facilities and administrative support services;
- Exercises independent judgement concerning the deployment of Agency personnel and resources in his division with respect to the hiring, promoting, evaluating, training and retaining of his division staff;
- Plans, controls and directs all aspects of facilities management for the efficient operation of the New York City, Albany, Buffalo and Syracuse offices;
- Analyzes the adequacy of the Agency's telecommunications, office and reproduction equipment and makes determinations regarding needed upgrades and/or changes;
- Administers the Agency's insurance program and regularly reviews all policies with brokers and agencies to ensure adequate coverage and reduced liability;
- Engage in negotiations with other government and private corporate entities, on behalf of the Agency, regarding terms and conditions for procurement of goods and services, as well as for other administrative and operational matters, subject only to the routine approval of the President;
- Prepares and administers the Agencies' Facilities and Administrative Services budget and manages and serves as primary Agencies' representative with outside vendors;
- Handles the reviewing and signing off on invoices sent to the Facilities and Administrative Services
- Assist the Senior Vice President with the formulation and operating policies; participates in policy making with respect to determinations of practices, procedures, guidelines and standards for procurement, technologies, facilities management, insurance policies, document reproduction, telecommunications, inventory control, security, travel, web casting, fleet management, lease negotiations, purchase order system, internal construction, mail room activities and records management;
- Oversee the Records Management Team with the Electronic Records Management System Solution (ERMSS) for back file and ongoing records for the agencies and ImageSilo Electronic Content Management System
- Responsible for overseeing the maintenance of the Agency's on-site and off-site storage



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- Performs related work.

#### **QUALIFICATIONS:**

Bachelor's degree preferred; or commensurate experience;

- Minimum of 5 years' experience in a management capacity of a Facilities Administration unit depending on type of experience and level of education;
- Quantitative skills including expertise in Excel;
- Excellent relationship management, analytical and negotiation skills;
- Strong oral and written communication skills;
- Demonstrated capacity for collaboration, performing multiple tasks, analyzing complex process, and using independent judgment.

This job description is not intended to be all inclusive. In addition, the duties and responsibilities described above may be added to, deleted from, or otherwise modified at any time.

#### **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)