



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!

Assistant Director, Intergovernmental Affairs

New York City

This position is open to internal candidates only.

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 distressed communities and neighborhoods
- Increase compliance with rent laws and regulations 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.

Position Summary: Under the direction of the Assistant Commissioner of Intergovernmental Affairs, the incumbent is responsible for a wide range of inter-related activities of both short- and long- term duration involving State legislative relations. The duties of the position are to review, analyze, monitor and report on legislative budgetary and program initiatives which affect the State's housing programs and policies. The position also requires representing the agency, on behalf of the Commissioner, at meetings and events involving elected officials and staff, housing advocacy groups and the general public. Other duties and responsibilities related to State Government Relations may be assigned as needed. The estimated starting salary is \$70,000.

Duties and Responsibilities



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- Assist in the development of Homes and Community Renewal's (HCR) legislative program, including the development of legislative initiatives, reviewing, evaluating and coordinating the submission of initiatives by program areas.
 - Conducts research and prepares information on pending legislation including Agency's Departmental bills.
 - Prepare briefing materials for use by the Commissioner in meetings with elected officials, housing advocacy groups and interested citizens.
 - Responds to housing related inquiries from elected officials on behalf of the Commissioner.
- Identify and track all legislation bills, both state and local, that affects or has potential to affect the State's housing programs.
 - Identifies and tracks all legislation affecting the State's housing programs.
 - Coordinates the distribution, review and analysis of legislation by HCR program bureaus.
 - Monitors legislative committee meetings and reports to executive staff on actions by the legislature on bills of interest to HCR.
- Serves as legislative liaison for the Tenant Protection Unit (TPU) and Office of Rent Administration (ORA).
 - Vets the community and political implications of possible investigations and agency actions.
 - Responds to inquiries from elected officials, housing advocates and interested citizens.
 - Participates with TPU and or ORA in meetings with relevant stakeholders, including elected officials, local and affordable housing advocates, real estate policy groups and other governmental agencies, to hear their input and report back.

This position may require travel.

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

Minimum Qualifications and Desired Skills:

- Bachelor's Degree
- Legislative and/or agency experience required
- Comprehensive experience with Microsoft Office
- Experience with Legislative Retrieval System preferred
- Capability of working autonomously

Instructions for Applicants:

Applicants must include a cover letter and resume for review.

All interviews will be conducted via video conference on Cisco WebEx. Detailed instructions will be sent prior to the interview.

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, cover letter, and writing sample to: HTFCJobs@nyshcr.org



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

New York State is an Equal Opportunity Employer (EOE)