



## 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!*

### **DOWNSTATE DESIGN UNIT DIRECTOR**

**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 Kathy Hochul 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 Finance & Development** manages **HCR's** multifamily and single-family housing programs and bond offerings. HCR has been the most active housing bond issuer in the country in 4 of the last five years, issuing approximately \$13 billion in tax exempt and taxable housing bonds to fund initiatives ranging in scope from mixed income rental developments to single family mortgages. Finance & Development actively engages with a range of partners including for-profit, and not for profit borrowers, municipalities, lenders, investors and other funding entities to leverage Low Income Housing Tax Credits, tax exempt bonds, single family lending programs, and a multitude of State funded programs. Our resources have helped finance over 42,000 affordable apartments and affordable homes since 2011. Finance & Development has primary responsibility for implementing many of the initiatives under the Governor's new House NY 2020 plan, an unprecedented \$20 billion investment over the next five years.

**HCR's Design, Construction and Environmental Unit** is responsible for the architectural, environmental, and construction oversight of HCR's financed projects. This oversight involves the creation and implementation of HCR Design Guidelines to ensure affordable housing projects financed by HCR address appropriate standards of safety, functionality, efficiency and durability. The unit is also responsible to ensure, once a project has been financed, all construction schedules and approved plans are properly executed. Additionally, the unit provides support to projects who want to make capital improvements within HCR's Office of Housing Preservation portfolio.



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### **Job Summary**

- Ensure projects are completed in compliance with the mission of the agency
- Ensure projects are constructed in a manner to provide quality, safe, affordable housing for the residents of the developments funded by the agency
- Assign projects to licensed architectural staff
- Ensure that staff members are fulfilling their job responsibilities
- Monitor the quality of work by staff members
- Fulfill policy initiatives set by executive staff
- Involvement in planning the initiatives set by executive staff, especially for the development of projects funded through the Finance and Development office
- Ensure that all Design Unit staff, including NYC staff, understand and are carrying out development practices and initiatives of the Finance and Development office
- Administer and directly be held responsible for the contracts and work of consultants contracting with the agency.
- Ensure that all applicable regulations (state & federal) are followed
- Present at workshops on agency administered programs to a target audience of private developers seeking funding from the agency
- Develop protocols for field staff to ensure that the agency's missions are fulfilled
- Develop protocols for field staff, who are the face of the agency, to ensure they are quality representatives of the agency
- Approve staff travel

This job description is not intended to be all inclusive, and employee will also perform reasonable related business duties as assigned.

### **Minimum Qualifications:**

- Registered Architect license to practice in New York State, preferred.
- Demonstrated knowledge and experience in building design and construction.
- Demonstrated experience in managing staff with disparate and complementary skills in a manner that is inclusive and collaborative.
- Familiarity with residential codes and standards is highly preferred.

### **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.



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All internal SHA employees(only) are directed to apply via  
[Nyshcr.sm.internalcandidates@nyshcr.org](mailto:Nyshcr.sm.internalcandidates@nyshcr.org)

**Please Include your name in the subject line**

**[TO APPLY, CLICK HERE.](#)**

**Applicants must include resume and cover letter**

New York State is an Equal Opportunity Employer (EOE)