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**Deputy Commissioner**

***New York State Homes and Community Renewal (HCR)*** fosters the creation and preservation of high quality affordable housing for New Yorkers, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Working 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 and housing finance 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 multi-family housing finance, home improvement, rent control and stabilization, 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.

**The Tenant Protection Unit (TPU) Background**

The TPU is a proactive law enforcement office within New York State Homes and Community Renewal (NYSHCR). TPU preserves affordable rent regulated housing by detecting and curtailing patterns and practices of landlord fraud and harassment through audits, investigations, and impactful legal actions. TPU also encourages compliance by informing tenants and owners of their rights and responsibilities under the rent regulation and other tenant protection laws.

**Position Summary**

New York State Homes and Community Renewal is seeking a Deputy Commissioner who can advance TPU’s work and mission of protecting rent regulated tenants in New York State and ensuring that New York’s affordable housing stock is maintained and that all New Yorkers have a safe and decent place to call home.

Duties include:

* Lead TPU by setting overall strategy, policy objectives, priorities, and mission.
* Supervise and coordinate the daily activities of the TPU; provide advice and guidance to staff and HCR leadership, interpret policies, and allocate resources.
* Represent NYSHCR and TPU including meetings with elected officials, governmental agencies, special interest groups and the public.
* Prepare and administer an annual budget and staffing plan; monitor expenditures to ensure sufficient funds are available for TPU’s operation.
* Collaborate with NYSHCR staff, including the Office of Rent Administration and the Office of Legal Affairs, as well as stakeholders to develop and implement policies, standard operating procedures, training programs, and associated materials to continuously improve/streamline work processes to meet the needs of the public.
* Evaluate TPU policies, programs and projects to ensure that the goals and mission of TPU are being advanced, and adjust priorities, policies and resources as required.
* Direct TPU’s community outreach and press initiatives**.**
* Brief the NYSHCR Commissioner on special issues and policy consideration by preparing research-based reports.
* Respond to requests from the Executive Chamber, the Commissioner’s Office, Intergovernmental Affairs and the Press Office.

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

Applicants must have:

* Knowledge of current issues and events that may impact the rent regulated housing stock;
* Demonstrated ability to develop and execute policies and programs;
* Desire to take initiative and be proactive;
* Ability to perform well in a fast-paced and dynamic environment;
* Strong management and organizational experience;
* Excellent listening, speaking and writing skills.
* Capacity for collaboration, performing multiple tasks, analyzing complex processes and investigatory results, and using independent judgment.

Minimum Qualifications:

* Bachelor’s degree from an accredited college/university. Juris Doctor, Master's Degree in Public Administration, or other related fields is a plus.
* A minimum of nine (9) years of experience in the following areas: community organizing, legal services, affordable housing, conducting complex investigations, legal compliance and enforcement, or government.
* At least four (4) years serving in a managerial capacity or overseeing staff or a team, performing activities related to the duties of this position.

**WHAT WE OFFER:**

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

TO APPLY, [CLICK HERE](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=083eed66-8219-4fa8-aba0-7654a9f77c0a&ccId=19000101_000001&jobId=418771&source=CC2&lang=en_US).

**Applicants must include resume and cover letter**

*New York State is an Equal Opportunity Employer (EOE)*