



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!

Deputy Director, Contracts and Administration

Albany, NY or New York City

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.

DUTIES

The Deputy Director, Contracts and Administration will be responsible for assisting the Vice President of Contracts and Administration with all matters relating to professional services' procurements and contracts that include, but is not limited to:

- Assist in the supervision of staff regarding assignments, management, and prioritization of workload.
- Recommendations for purchasing strategies, policies and procedures, and development of request for proposals.
- Review staff assignments and draft board material.
- Work hand-in-hand with staff on procurements to meet deadlines.

QUALIFICATIONS:

- Bachelor's degree preferred as well as relevant academic training or transferrable skills.
- Master's degree a plus.
- Minimum of 10 years of experience in contracts and procurement, preferred.
- Excellent organizational and demonstrated analytical skills
- Effective communication and documentation skills with the ability to communicate with all levels of the organization, up to and including executives
- Good planning and problem solving skills



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- Must be able to multi-task and prioritize workload
- Ability to establish effective working relationships with staff and outside parties
- Excellent word processing, Excel spreadsheet and other computer skills such as PowerPoint
- Ability to be discreet, precise, and good facility in making distinctions
- Must be able to work under pressure
- Must be able to work overtime to meet deadlines, on an as-needed basis
- Ability to generate worthwhile ideas or techniques having practical applications
- Must be able to handle confidential information appropriately and to exercise care in safeguarding proprietary information
- Willingness to accept additional responsibility and to acquire additional expertise through training, experience, and education
- Ability to make suggestions to improve processes

Personal Attributes:

- Intellectual curiosity – consistently trying new methods
- Business acumen – willing to understand how the Agencies' business operates and how talent drives it
- Analytics and problem solving – uses logic and methods to solve difficult problems with effective solutions
- Self-motivated, confident, and able to work effectively with little supervision; takes initiative, makes things happen, accepts accountability, and has a “can do” attitude
- A strong value system, excellent judgment, unquestioned integrity
- Ambitious, confident, professional, and the ability to accept constructive criticism

[TO APPLY, please click here](#)

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

New York State is an Equal Opportunity Employer (EOE)