



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

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Deputy Director of Procurement

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 of Procurement 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:

- Developing, evaluating or reviewing, Requests for Proposals (RFPs), Requests for Bids (RFBs), Requests for Qualifications (RFQs), Requests for Information (RFIs), Sole/Single Source Procurements, Preferred Source Procurement, Discretionary Spend Procurements, and other related procurements, performing end-to-end processes;
- Assist in the review of staff assignments relating to procurements and contracts;
- Assist in the supervision of staff regarding assignments, management, and prioritization of workload;
- Recommendations and assisting in the drafting of purchasing strategies and policies/procedures;
- Drafting board material.
- Working hand-in-hand with staff on procurements to meet deadlines.
- Effectively managing communication, both orally and in writing, with agency staff and vendors, and other outside parties;
- Assisting and overseeing contracts and purchase orders in SAP's Procure-to-Pay module;
- Assisting with matters relating to minority and women owned business enterprises and service disabled veteran owned businesses;
- Understanding of best practices in procurement;
- Ability to learn, understand and follow the Agency's procurement policies/procedures;
- Ability to learn, understand and follow State procurement statutes;
- Ability to learn and understand the different procurement vehicles and the associated processes;



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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
- Excellent planning and problem-solving skills
- Excellent writing skills for policy writing, solicitations, board material, etc.
- Excellent Word, Excel spreadsheet and other computer skills such as PowerPoint
- Excellent organizational and analytical skills
- Excellent leadership skills, taking charge assignments
- Excellent mentoring skills
- Must be able to multi-task and prioritize workload
- Ability to establish effective working relationships with staff and outside parties
- Ability to be discreet, precise and good facility in making distinctions
- Must be able to work under pressure
- Ability to generate worthwhile new ideas or techniques having practical applications
- Must be able to handle confidential information appropriately and to exercise care in safeguarding proprietary information
- Excellent people management, time management and stress management skills
- Knowledge of SAP Procure-to-Pay module, a plus
- Must be able to work overtime to meet deadlines
- Ability to make suggestions to improve processes
- Good Attendance and punctuality

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
- Comfortable with ambiguity – difference in policies/procedures among agencies. A positive attitude, flexibility and resilience facing multiple demands and shifting priorities.
- Self-motivate, 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 and professional
- High energy
- Ability to accept constructive criticism



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Successful candidate must have excellent people skills with the ability to supervise and mentor staff, have excellent oral and written communication skills together with excellent Word and Excel skills, demonstrate ability to pay close attention to detail, be goal oriented, and be able to effectively work independently and with others.

[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)