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!

Senior Records Manager/Operations Assistant

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 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 multifamily housing finance, home improvement, rent control, 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 Professional Services (OPS) is responsible for all administrative and support services, including Human Resources, Communications and Public Information, Legal Affairs, Fair Housing, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, Internal Audit, Project Management and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR’s wide array of support services.

RESPONSIBILITIES:

- Liaise between the New York State Archives and Agency units
  - Review Agency retention schedules, ensure schedules are up to date and in compliance with the General Schedule and SARA guidelines
  - Assist units in understanding records management and, when appropriate, proposing new Records Disposition to the State Archives

- Managing ImageSilo, the Agency’s Cloud Based ECM, including off-site storage and documents.
  - Locate, retrieve and prepare records for storage and act as a liaison with the warehouse and agency units
  - Keep up to date on all the boxes going in and out of storage.
  - Manage Retention Details database; listing and tracking all Agency document types
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➢ Determine which boxes are ready to be destroyed, obtain approval from the heads of the departments and carry out the destruction of these boxes.

➢ Identify and prioritize records management problems with attention to record creation, retention, storage, retrieval, technology, archives and policy.

➢ Oversee continued development of the Agency’s eDocs digital record management solution, and facilitate agency-wide adoption

➢ Ensure that Agency policies involving Facilities are up-to-date and available to all staff

➢ Research and implement solutions to records management problems

➢ Lead the development of records management policies and procedures

➢ Assist staff in locating Agency documents within ImageSilo ECM, when requested

Manage Operational tasks
➢ Manage Salto Security system; listing/updating employees security access to facility

➢ Assist in insurance related matters as directed by SVP of Facilities, Telecommunications, & Administrative Services

➢ Ensure Eco-friendly initiatives are being carried out throughout the Agency

➢ Manage the assignment of parking placards

➢ Assist in updating Internal Controls documentation for the department

➢ Support Facilities team with creation of requisitions and purchase orders in SAP

➢ Assist with connecting video conferencing meetings for the Agency

➢ Maintain accurate floor plans and update to reflect any changes; record moves.

➢ Assist in the day to day operations of the Agency, this will include, but not be limited to, reception desk, supply room, mail room and telecommunications/switch board.

QUALIFICATIONS:

• Excellent oral and written communication skills.
• Excellent analytical skills.
• Knowledgeable of the usage of Microsoft Office and extremely well versed in Excel.
• Extremely well-versed in SmartDraw, Adobe and SharePoint.
• Proven experience working independently and with others toward the successful completion of projects.

EDUCATION:
2 Years College - BA. Degree Preferred

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

What we offer:
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- 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

All internal SONYMA/HFA/AHC employees (only) are directed to apply via internalcandidates@hcr.ny.gov

TO APPLY, CLICK HERE.

Applicants must include resume and cover letter.

New York State is an Equal Opportunity Employer (EOE)