



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!

Assistant Director, NYS HOME Program

Albany, NY

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. **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 and economic 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.

HCR's Mission and Goals:

- Partner to improve and preserve New York State's homes and communities
- Finance and leverage resources to create and preserve safe, decent and affordable housing for the States low-moderate income individuals and families
- Support the revitalization and economic growth of the State's distressed communities and neighborhoods
- Increase compliance with rent laws and regulations to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

The Office of Community Renewal (OCR) is one of four program offices within NYSHCR. OCR administers a combination of State and Federal funding resources to develop or support programs that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate-income persons.

Position Summary

The NYS HOME Program Assistant Director will provide support to the HOME Program Director and NYS HOME Program team. Responsibilities will include staff supervision, direct project management, fiscal oversight and regulatory compliance of the NYS HOME Investment Partnership Program (HOME) allocation from the United States Department of Housing and Urban Development (HUD). Salary estimated at \$85,000, up to \$100,000 for candidates with very strong technical skills and experience.

Duties

Under the general direction of the Program Director the Assistant Program Director:

- Track and monitor project portfolio through funding, development, and compliance phases.



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- Carry out routine office activities such as answering and routing phone calls, copying, transcription, filing, data entry, handling incoming and outgoing e-mail, and mail, and other tasks as needed.
- Draft memos, correspondence, reports, manuals, presentations or other documents as needed independently with a high level of accuracy
- Assist with preparation and review of term sheets, applications and reports and assist with other program development responsibilities.
- Interpret and articulate HOME & other Federal program rules and regulations.
- Assist in providing and directing technical assistance to program grantees to ensure comprehension of program regulations, requirements, and the application and award processes.
- Assist with review and processing of all program-related payment requests and contracts.
- Attend, participate, conduct presentations and/or assist with preparation for community development meetings, conferences, webinars and workshops.
- Special projects and general Program-related support and assistance, as needed.

These positions require occasional travel. Amount of travel varies throughout the year.

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

Minimum Qualifications and Desired Skills

- Bachelor's degree and five (5) years of work experience in related field such as grant or project management, housing and real estate development, federal program compliance, or project underwriting.
 - Four years of specialized experience, or associate degree and two years of specialized experience, may substitute for bachelor's degree.
 - J.D. or master's degree may substitute for one year of specialized experience.
 - Ph.D. may substitute for two years of specialized experience.
- Advanced understanding of real estate and housing finance through work experience, specifically project development and underwriting.
- Affinity toward technology and ability to research and retrieve information independently;
- Experience working effectively in and with diverse communities;
- Skill and experience in developing solutions and systems to address administrative challenges and independently solve problems;
- Demonstrated experience performing administrative duties with speed and accuracy without immediate and constant supervision;
- Experience supervising staff
- Ability to communicate effectively both orally and in writing with attention to detail and professionalism in communications in both one on one and group interactions;
- Well organized and self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks;
- Comprehensive experience with Microsoft Office. Specifically: **Word and Excel**



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Instructions for Applicants

Applicants must include a cover letter and resume for review. A writing sample is recommended and will be requested for candidates selected for interviews.

[TO APPLY, CLICK HERE](#)

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.

New York State is an Equal Opportunity Employer (EOE)