



# 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!*

## **UPSTATE CO-DIRECTOR, OFFICE OF INTEGRATED HOUSING MANAGEMENT**

**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.

**The Office of Housing Preservation (OHP)** manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing and advance the State's sustainability goals. Our Sustainability team oversees sustainability policies for the agency and our energy retrofit programs for homeowners and tenants. We provide federal and state rental assistance to assist more than 45,000 families and are piloting mobility programs across the state. We also monitor 130,000 low income housing units financed with federal and state resources.

**The Statewide Asset Management Unit** is the steward of the state portfolio of affordable multifamily housing. Statewide Asset Management is responsible for the asset management and compliance monitoring of the Agency's existing multifamily housing portfolio of over 250,000 units. This portfolio includes properties that have been financed under various loan and subsidy programs including Low-Income Housing Tax Credits, tax-exempt bonds, as well as the Mitchell-Lama program and more.

### **JOB SUMMARY:**

The Upstate Co-Director will be responsible for the supervision of all aspects of the OIHM's Asset Management Unit ("AMU"), including the activities of twenty-five staff engaged in the monitoring and oversight of more than 1,400 affordable housing developments, with approximately 70,000 assisted units, across NY State. The AMU portfolio includes all projects financed under any Housing Trust Fund Corporation ("HTFC") program, the federal Low-Income Housing Tax Credit ("LIHTC") and HOME programs, various Office of Community Renewal ("OCR") programs and the Neighborhood Stabilization



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Program. In addition, the Co-director supervises HCR's oversight of the Manufactured Homes Program ("MHP") for the State's 1,875 mobile parks containing more than 87,000 individual sites.

The Co-Director will be part of the Office of Housing Preservation's ("OHP") leadership team. As such, they are expected to participate in, and to lead, inter-office initiatives aimed at identifying and implementing best practices, increasing performance and productivity and enhancing staff morale. The Co-Director will also work with OIHM's management team to develop integration and cross-training initiatives focused on reducing costs, eliminating redundancies and otherwise meeting the changing needs of the agency, our partners and our program participants.

The Co-Director must be familiar with all agency rules and policies governing the AMU's various programs, as well as any applicable State or Federal laws, rules or regulations (and any amendments or modifications thereto) and is responsible for ensuring their enforcement throughout the AMU portfolio.

The Co-Director must also represent the OIHM at intra-agency meetings, as well as at external meetings with elected and appointed officials, project owners and developers, other agency officials and industry group leaders.

The Co-Director will report directly to the Senior VP/Assistant Commissioner of HCR's Statewide Asset Management Office and will directly supervise the Assistant Director of AMU. The Co-Director and Assistant Director will share direct supervision of the site director for each of AMU's four regional offices.

#### **Specific Duties Include, but are not Limited to, the Following:**

- Oversee the allocation and deployment of SAMU staff and resources across the agency's four regional offices.
- Keep current with all legal, regulatory and program requirements affecting SAMU's existing portfolio; notify HCR program staff, project owners and managers of any changes to these requirements, as well as any relevant compliance training opportunities.
- Work with senior OIHM staff to develop policies and procedures for effectively monitoring projects entering SAMU's portfolio under any new program.
- Coordinate periodic assessment of the SAMU portfolio, aimed at identifying and capitalizing on preservation opportunities and addressing threats to any project's physical and financial viability.
- Work with OIHM senior staff to expand HCR's integration efforts, focusing on eliminating redundant program requirements, streamlining asset management policies & procedures, and identifying and expanding cross-training opportunities.
- Coordinate and direct SAMU's preservation efforts to achieve the goals of the Governor's 5-year housing plan part II, targeting distressed affordable housing assets, as well as the continuation of HCR's existing preservation programs, such as the Preventative Troubled Asset Program and the Imperiled Project Program.



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- Work with OHP's leadership team to revamp the staffing and succession plan.
- Coordinate SAMU's responses to any program audit, as well as SAMU's implementation of any recommendations resulting from such audit.
- Supervise SAMU's administration of the MHP, pursuant to Real Property Law 233.
- Work with HCR program and legal staff on the review of any proposed legislation that might affect the AMU portfolio or any related program.

### **QUALIFICATIONS:**

- Bachelor's Degree
- Eight years' of relevant experience; four years of specialized experience or an associate's 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.
- Additional supervisory/managerial experience of 10 years with demonstrated ability to motivate, engage, and lead a team.

### **What we offer:**

- 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

**Please Include your name in the subject line**

[internalcandidates@hcr.ny.gov](mailto:internalcandidates@hcr.ny.gov)

**Applicants must include resume and cover letter**

New York State is an Equal Opportunity Employer  
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