



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!

Vice President of Facilities

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 Professional Services (OPS)** is responsible for all administrative and support services, including Human Resources, Communications and Public Information, 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.

JOB SUMMARY: The Vice President/ Director of Facilities is a division head level position with responsibility for formulating, developing, and implementing overall operating policy for the Agency's facilities and administrative services. The incumbent has overall responsibility for directing and supervising the Agency's support service operation and determining priorities in services to be rendered and resources to be used to support the smooth operations of our facilities across the State.

DUTIES:

- Plans, controls and directs all aspects of facilities management for the efficient operation of all HCR offices across the State. (Currently in: NYC, Buffalo, Albany, Syracuse, Westchester).
- Develops operating policy and participates in policy making at the highest level with respect to determinations of practices, procedures, guidelines and standards for procurement of commodities, facilities management, insurance policies, production, inventory control, mail room activities and records management.
- Serves as principal liaison with the State's Office of General Services and all building management.
- Analyzes the adequacy of office and reproduction equipment and makes determinations regarding needed upgrades and/or changes. Serves as principal liaison with our IT department to ensure smooth functioning of all printers and copiers.



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

- Engages in negotiations with government and private entities, on behalf of the Agency, regarding the procurement of a wide variety of goods and services.
- Administers the Agency's insurance program and regularly reviews all policies with brokers and agents to ensure adequate coverage and reduced liability.
- Oversees facility security measures and develops emergency response plans
- Oversees any renovations of HCR facilities on behalf of the Agency.
- Responsible for development and management of unit budget.
- Develops and maintains systems of internal controls for unit.
- Exercises judgement concerning the deployment of Agency personnel and resources in the department with respect to the hiring, promoting, evaluating, training and retaining of department staff.
- Actively engages in the professional development and performance management of direct reports through effective goal setting and regular constructive feedback and coaching.

QUALIFICATIONS:

- Bachelor Degree in Management, Business, or related field or commensurate experience.
- At least 10 years of previous relevant work experience.
- Excellent analytical, technical, organizational, interpersonal and communication skills (oral and written).
- Good computer skills
- Project management experience.
- Ability to do strenuous lifting on occasion.

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

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 opportunities for dedicated professionals.

All internal SONYMA/HFA/AHC employees(only) are directed to apply via

internalcandidates@hcr.ny.gov

Please Include your name in the subject line

[TO APPLY, CLICK HERE](#)

Applicants must include resume and cover letter

New York State is an Equal Opportunity Employer **(EOE)**