



# 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 Architect** **(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. 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 Multi-family Finance & Development** manages **HCR's** multi-family and single-family housing programs and bond offerings. HCR has been the most active housing bond issuer in the country over the past four years, funding initiatives ranging in scope from mixed income rental developments to single family mortgages. The Office actively engages with a range of partners including for-profit and not for profit borrowers, municipalities, lenders, investors and other funding entities to leverage the State's Low Income Housing Tax Credits, tax exempt bonds, single family lending programs, and State funded programs. The Office is also responsible for implementing many of the initiatives under the State's unprecedented 5-year, \$20 billion Homelessness and Housing Plan to create or preserve more than 100,000 affordable homes and 6,000 supportive homes for New Yorkers.

**HCR's Design, Construction & Environmental Unit** is responsible for the architectural, environmental, and construction oversight of projects funded through various HCR financing program. This oversight involves environmental and architectural reviews of projects seeking funding from, and subsequently funded by HCR, as well as the implementation of HCR Design Guidelines to ensure affordable housing projects financed by HCR address appropriate standards of safety, functionality, efficiency, and durability. The unit also monitors construction to ensure that all construction schedules and approved plans are properly executed on funded projects. Additionally, the unit provides support to projects who want to make capital improvements within HCR's Office of Housing Preservation portfolio.

#### **Job Description:**

Assistant Architects, under supervision, perform architectural review work of moderate difficulty and responsibility. Incumbents of this position will assist in technical reviews on proposed projects applying for funding through HCR, assist in project oversight through construction completion and assist in technical analysis during a project's regulatory compliance period, when occupied and in operation.

#### **Relevant Duties:**

- Assist Senior Architects in the review of applications for funding, construction documents, construction change orders, etc., to evaluate if proposed designs meet applicable regulatory requirements and design



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standards established by HCR.

- Perform work assignments in an independent manner, including management of select project assignments which are generally limited in scope while under the direction of a supervisor. This limited scope can include direct involvement in reviews of applications, construction documents, construction oversight, and project closeout documents.
- Construction oversight of assigned projects, including facilitation of preconstruction meetings, coordination with construction monitoring staff, review of construction change orders, and final inspections on completed project.
- Perform on-site construction monitoring of select projects. In addition to the construction oversight duties listed above, this includes performing regular site visits, writing field reports, review and sign-off for construction payment applications, punch-list review, etc.
- General office tasks and Design Unit support.

This job description is not intended to be all inclusive, and employee will also perform reasonable related business duties as assigned. The primary working location will be in Albany, but occasional travel to other locations in New York State will be required.

### **Minimum Qualifications:**

- A professional or master's degree in architecture, a four-year pre-professional degree in architecture or a four-year degree in engineering with experience applicable to the building design and construction.
- Working knowledge of the principles, practices and procedures of architecture.
- Demonstrated knowledge and experience in building design and construction.
- Demonstrated ability to work with non-technical staff.
- Demonstrated ability to work independently.
- Familiarity with residential codes and standards is preferred.
- The position will require travel to parts of the state on an on-needed basis.

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