



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 Vice President of Compliance and Training **(NYC)**

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 Visnuskas, **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 manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. We enforce the Rent Laws in New York State for over 900,000 housing units, while providing federal and state rental assistance to assist more than 45,000 families across the state. We also monitor 130,000 low-income housing units financed with federal and state resources and provide grant funding to help homeowners and tenants save energy.

The Statewide Asset Management Unit is responsible for the asset management and compliance monitoring of the Agency's existing affordable housing portfolio. This portfolio has been financed under various Federal and State housing programs including the Low-Income Housing Tax Credit; Housing Trust Fund; HOME, RAD

JOB DUTIES:

- Maintain annual site visit schedule for assigned portfolio of State aided affordable housing assets.
- Coordinate an annual review and revision of field inspection forms, checklists, etc., for Statewide Asset Management Team(s); conduct training session as part of any rollout.



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- Train new and existing staff on field visit/compliance audits and conduct compliance audits as needed.
- Assist/train new staff in preparing field reports, correspondence, and corresponding follow-up to site visits in a timely manner. Review field reports for inconsistencies, and adherence to HCR policies, procedures, and compliance requirements.
- Develop, implement, and manage corrective action plans with the staff and property ownership to resolve project non-compliance issues.
- Supervise, train, and mentor compliance/asset management staff.
- Following the annual release of the HUD income and rent maximums review, review, and draft the formal Agency notification, conduct training sessions with Asset Management Staff utilizing the ProLink software platform.
- Routinely participate in both ProLink and Procorem scheduled business user conferences as needed.
- Procorem HFA Account; principal administrative oversight. Assist Department heads in the management of data entry and system upgrades in ProLink.
- Pre-8609 issuance training. Conduct refresher training sessions to address compliance requirements for projects subject to a pre- 8609 release; review and approve evaluated tenant event data submissions utilizing ProLink Data View exports.
- Interact with outside professionals, 3rd party Agencies, HPD, HDC, other HFAs, experts in the field, etc. in obtaining information and materials to determine industry standards and broaden unit knowledge of alternative portfolio compliance and new Agency and Federal partner regulations.
- Conduct targeted training sessions with Asset Management staff to review, analyze housing bond and mortgage documents pertaining to loan payoffs, mortgage assignments or ownership buyouts, as needed.
- Represent the Agency at conferences, seminars, meetings, etc. on portfolio-related matters on an as needed basis.
- Collaboration in the assignment of global functions/duties of the Asset Management Team(s).
- Understanding of the annual LIHTC Owners Annual Certification (OAC) submission requirement. Principle oversight of the notification and collection of the annual project submissions.
- Collaborate with the appointed Project Manager and HUD Staffers, the annual HUD Data Extract submission for HCR principal oversight.
- Collaborate with the Tax Credit Programs Unit to submit the annual HCR 8610 Reporting requirement for Statewide Asset Management Team(s).
- Collaborate as needed with the OHP Marketing Manager regarding Website changes to address new program or industry requirements. -
- Principal oversight and submission requirement for the Asset Management Team(s) annual Internal Controls submission.



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- Principal oversight and submission requirement for the Asset Management Team(s) triennial Internal Audits assessment.
- Collaborate with Unit Administrative Assistant on quarterly fair housing reporting requirement.
- Coordinate with appointed staff on the routine oversight of updates and additions to the Unit's operational manual.

QUALIFICATIONS:

- Requires a minimum of 10 years' experience in affordable housing industry and various aspects of property management and low-income tax credit compliance.
- Proven ability to assume a strong leadership role in cross training staff.
- Proven capability to facilitate an integration of established protocols.
- Working knowledge of government housing programs (Housing Tax Credit, PBV Section 8, Enhanced Vouchers, Inclusionary Housing, HOME, RAD conversions, etc.)
- Bachelor's Degree in Management, Administration, Science, or Liberal Arts
- Proficiency in Microsoft Office applications, e.g., Excel, Word, Access
- Excellent oral and written communication skills.
- Detail oriented, proven training capabilities, strong mentoring, and analytical abilities a must.
- Ability to work independently and achieve firm deadlines due to time constraints associated with job functions.
- Residential real estate experience preferred.
- Knowledge of HQS inspections helpful.
- Excellent written and verbal skills.
- Proficient in Microsoft programs.

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

What we offer:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits.
- Promotional opportunity for dedicated professionals.



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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)**