



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!

SPECIAL ASSISTANT **(DIRECTOR OF HEALTHY HOMES)**

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 and housing finance 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 control, 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.

Homeownership and Community Development (HOCD) consists of the State of New York Mortgage Agency, the Affordable Housing Corporation, the Office of Community Renewal, the Office of Resilient Homes and Communities, and the Governor's Office of Faith-Based Community Development.

BACKGROUND

New York's 2023-24 State budget included a comprehensive lead poisoning prevention initiative – a rental registry and proactive inspection mandate as well as annual funding for lead hazard remediation.

JOB SUMMARY

The primary responsibility of the Director of Healthy Homes is to implement a new lead remediation program and coordinate efforts with State and local partners on a comprehensive lead poisoning prevention effort. The Director of Healthy Homes will report to the Chief of Staff for HOCD and supervise a newly hired Special Project Assistant.

DUTIES

- Direct the new lead remediation program by hiring vendors and/or local program administrators and managing their contracts.
- Develop policies and procedures for the new lead remediation program that are compliant with governing rules and regulations. Continuously improve practices, protocols, and tools for effective program administration.
- Provide strategic direction for healthy homes projects by developing short- and long-term project goals and developing timelines for implementation.
- Develop and maintain partnerships with internal and external entities. Meet with outside stakeholders to discuss program and projects. Coordinate with the NYS Department of Health and



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other stakeholders on the development of the rental registry, inspection effort, and education campaign, as needed.

- Serve as the Agency point of contact for lead hazard programming and policies and other healthy homes initiatives.

QUALIFICATIONS

- Bachelor's degree in urban planning, Public Health, Public Policy, Finance, or a relevant field – and 5+ years' relevant experience. Master's degree preferred.
- Understanding of affordable housing development and preservation, housing finance, construction, and general real estate principles. Must be in tune with modern housing challenges.
- Preference for candidates with experience in the green and healthy homes movement and knowledge of lead hazard reduction programs and regulations, both federal and state.
- Familiarity with the work of environmental health professionals and relevant certifications for workers.
- Experience collaborating with various levels of government, advocates and industry.
- Strong organizational skills – planning, follow-through, follow-up.
- Ability to plan and facilitate workshops and effective meetings.
- Willingness to listen to and understand the needs of the diverse populations.
- Detail-oriented with high expectations and accountability mindset.
- Strong affinity for the Agency's mission and vision.

This job description is not intended to be all inclusive, and the employee will also perform reasonable related business duties as assigned.

WHAT WE OFFER

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

TO APPLY, [CLICK HERE](#).

Applicants must include resume and cover letter

New York State is an Equal Opportunity Employer (EOE)