



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!

DOWNSTATE DESIGN UNIT DIRECTOR

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York 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 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 programs. 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:



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

The Downstate Design Unit Director is responsible for oversight of the Downstate Design Unit operations and staff. Operational oversight includes continual coordination with the Upstate Design Unit Director to maintain consistency in all work produced by the Design Unit. The position requires objective technical management of policies and standards that are applicable to projects funded by HCR. This includes supervisory responsibilities for staff who conduct reviews on proposed projects, provide extensive oversight through construction completion, and continued technical analysis during a project's regulatory compliance period, when occupied and operational.

Relevant Duties:

- Provide oversight on the development of affordable housing projects to ensure they align with the goals and objectives of HCR.
- Provide oversight on the development of projects to ensure they are constructed in a manner that results in functional, safe, durable and cost-effective housing for the residents of the developments funded by HCR.
- Supervise Downstate Design Unit staff to ensure that staff members are fulfilling their job responsibilities and maintaining a high standard of quality in their work, including timeliness.
- Assign projects to licensed architectural/engineering staff and oversee management of projects to ensure consistency in reviews and adherence to Design Unit policies and procedures.
- Participate in development of current design standards and ensure consistency on decisions and guidance provided to the development community.
- Engaging with staff on difficult project concerns or issues and share/disseminate information to all staff, including Upstate Design Unit counterparts.
- Fulfill policy initiatives set by executive staff.
- Ensure that Design Unit staff understand and are carrying out development practices and initiatives of the Finance and Development Office.
- Administer and directly be held responsible for the contracts and work of consultants contracting with the agency, when applicable.
- Ensure that all applicable regulations (state & federal) are followed on projects funded by the Agency by keeping apprised of all current and revised regulations applicable to projects funded by the Agency and educating staff on these regulations.
- Present at workshops on agency design standards to a target audience of private developers seeking funding from the agency.
- Develop protocols for field staff to ensure that the agency's missions are fulfilled.
- Develop protocols for field staff, who are the face of the agency, to ensure they are quality representatives of the agency.
- Approve staff travel.

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 NYC, but occasional travel to other locations in New York State will be required.

Minimum Qualifications:



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

- Registered Architect licensed to practice in New York State is preferred.
- Bachelor's degree and seven years of relevant experience*
- Demonstrated knowledge and experience in residential building design and construction.
- Demonstrated experience in managing staff with disparate and complementary skills in a manner that is inclusive and collaborative.
- Familiarity with NYS/NYC Building Codes and NYC Zoning is highly preferred.

**Substitutions: four years of specialized experience or 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."*

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

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)