



Job Opportunities at New York State Homes and Community Renewal

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Section 8 Policy and Training Coordinator

Albany, New York City, Syracuse

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. HCR consists of all the major housing and community renewal agencies of New York State, which were merged and integrated under a single management structure.

Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnaukas, **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.

The Office of Community Renewal (OCR) is within the Single Family and Community Development unit, one of four program offices within NYSHCR. OCR mission is to administer a combination of State and Federal funding resources to develop or support programs that provide decent housing, a suitable living environment, and expand economic opportunities for low- and moderate-income persons.

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.

New York State Homes and Community Renewal currently offers the possibility of a hybrid workplace through our Telecommuting Pilot Program. Participation in this program requires an application process that must be approved. Participation is not guaranteed.

Description of Duties

This position reports to the Statewide Director. The person hired will be responsible for ensuring that the Housing Choice Voucher Program remains in compliance with US Department of Housing and Urban Development (HUD) standards and New York State Law. Specific responsibilities include monitoring and evaluating state legislation, and HUD regulatory updates and rule proposals.

The position is responsible for creating and updating policy, coordinating training and technical assistance, and facilitating discussion.

Responsibilities may include but not limited to:

- Work closely with the Department Director to ensure program administrative plan and policies comply with HUD regulation and New York State Law.
- Monitor for and track relevant changes in HUD policy, proposed federal and state legislation and regulatory



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- changes; assess impact on Program and recommend policy adjustments.
- Coordinate advocacy on key Section 8 policy issues, including writing responses to proposed regulatory and statutory changes.
 - Ensure the Housing Choice Voucher Administrative Plan is up to date and reflective of current state and federal requirements.
 - Contribute to and coordinate the Housing Choice Voucher Program's response to policy related questions from external stakeholders, including elected officials.
 - Assist agency legal staff in researching federal rules, regulations and guidance.
 - Draft policy briefings, presentations, and other communication documents for Program audiences; draft reports for executive leadership.
 - Draft and update of the HCV procedures manual.
 - Assist the Director in facilitating discussion and obtaining feedback from the HCV Regional Task Force.
 - Manage the contract with the agency's training contractor; identify topics for training, schedule training sessions, and promote attendance from both state staff and LAs.
 - Provide technical assistance to individual LA and agency staff; mentor and coach new staff; mitigate risks by identifying areas where additional training and/or monitoring is required.
 - Conduct statewide trainings to assist with implementation of new policies.
 - Represent the HCV program at affordable housing conferences, workshops, and on any assigned committees or working groups.
 - Collect housing market data and monitor trends nationally and locally; assist the team in assessing payment standards, utility allowances, incentives, etc.
 - Supplement staffing assigned to SEMAP and quality control when necessary.

Minimum Qualifications and Desired Skills:

- Minimum of a Bachelor's Degree or equivalent years of experience.
 - 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.
- A minimum of 4 years of experience in the administration of Section 8 Housing Choice Vouchers, Project Based Vouchers, Enhanced Vouchers and Tenant Protection Voucher.
- Ability to read and analyze legislation and regulatory policy.
- Excellent writing and communication skills.
- Strong organizational and time management skills
- Ability to work with a team and independently.
- Ability to handle shifting and multiple priorities in a fast-paced growth environment.
- Maybe required to travel within NYS for training, meetings and to LA's office.

Instructions for Applicants

Applicants must include a cover letter and resume for review. Applicant must describe in a cover letter how the applicant meets the minimum qualifications, and how the work experienced outlined in the accompanying resume relates to the available position. Applicants are also encouraged to use the cover letter as an opportunity to identify specific skills, including knowledge of software or database systems that may be useful for this position. Applicants are



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also encouraged to provide a writing sample that demonstrates their ability to clearly communicate technical concepts or procedures.

[TO APPLY, CLICK HERE](#)

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