



# 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, DEPARTMENTAL OPERATIONS**

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 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 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 City 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.

**Statewide Asset Management Unit** is responsible for the asset management and compliance monitoring of the Agency's existing housing loan portfolio. This portfolio has been financed under various loan and subsidy programs including the Secured Loan Rental Program, the Section 8 Mod Program (Allenhurst Apts.) and the Mobile Home Cooperative Program.

This position specifically reports into the Office of Housing Preservation – Mitchell Lama Team.

### **DUTIES & RESPONSIBILITIES**

Specific duties include, but are not limited to:

- Assists the Director in the administration of all phases of the bureau's functions and directing the activities of personnel engaged in the supervision of State aided housing developments. The supervised portfolio includes private housing companies, municipal housing authorities, State or HFA financed limited profit projects and limited dividend projects, and DHCR initiated housing programs that utilize State and Federal funding programs.



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- Assists the Director in development of policies and procedures to increase the efficiency and effectiveness of program monitoring governing housing authorities, housing companies and other housing program initiatives and in the preparation and presentation of management directives; proposes regulatory and statutory revisions and makes recommendations to the Director; represents the bureau at internal and external meetings with DHCR staff, elected and appointed officials, housing company and managing agent staff, other agency officials, tenants and community groups.
- Position will be instrumental in the development and implementation of policies and procedures for tracking mandatory reporting from unit supervisors, housing management representatives, and housing companies and in following up including receipt of necessary responses.
- Position will be instrumental in the review of submitted contracts and making recommendations to improve unit efficiency.
- Position will assist in the establishment of annual project risk ratings and the formulation of program preservation pipeline.
- Excellent organizational and communication skills are necessary to be effective in this role.
- Overnight travel will be required
- Attendance at evening meetings may be required

### **QUALIFICATIONS:**

- Bachelor's degree
- 6 years' experience in related field or 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.
- Additional supervisory/management experience of 10 years with demonstrated ability to motivate, engage, and lead a team.
- Demonstrate ability to develop processes and methodology for monitoring and tracking
- Excellent computer skills including but not limited to MS Word, PowerPoint, Excel, Outlook

This job description is not intended to be all-inclusive, and the employee will be expected to perform other reasonable related duties as assigned

### **What we offer:**

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;



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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)