



# 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!***

## **SENIOR ASSET MANAGER**

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.

### **Duties & Responsibilities:**

- Conduct on-site LIHTC/HOME/Housing Trust Fund/Turnkey/SLIHC/HUD 236/Mitchell Lama/HCR financed/supervised property compliance audits/physical inspections for assigned portfolio
- Interact frequently with Owners and property managers regarding the operation and management of the property; perform periodic site inspections and management evaluations as required by the project's regulatory agreements and Agency policy



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- Implement and enforce the Agency's regulatory requirements regarding financial reporting, property use restrictions, lease analysis and the low-income unit set aside requirements;
- Develop recommendations to enhance the long term financial and physical health of projects assigned to the Asset Manager
- Review financial and operating reports submitted by project owners; upon request, submit periodic Physical and Financial Status reports. Review project operations and record keeping for compliance with applicable laws and regulations
- Prepare field reports, correspondence, and corresponding follow-up to site visits in a timely manner
- Maintain Prolink/SHARS/Samis: setup compliance requirements for new projects, establish applicable income limits and rent maximums in system on an annual basis, import Annual and Monthly reports onto the systems
- Supervise, train, and mentor a team of asset managers.
- Pre8609 Reviews: investigate and determine compliance requirements for projects about to be issued 8609s, evaluate annual tenant events in Prolink or any other software used by HCR to ensure that projects are fulfilling all compliance responsibilities as of the issuance date and are performing due diligence in fulfilling federal, state, and local requirements.
- Prepare project-specific income limit and rent charts for assigned portfolio when HUD publishes new MTSP and HERA charts.
- Prepare, evaluate, and import financial data into project's annual risk analysis for assigned portfolio.
- Work with project owners and managers to prepare materials, recommend solutions, action plans, or strategies that will ensure compliance and improve project performance.
- Instructs managing general partners, managing agents and site staff on proper management practices for improving overall operations and compliance with applicable program requirements
- Perform on-going project maintenance activities including review of rent increases, reserve withdrawals, tax and insurance escrows, leases and repair requests.
- Supervise work assignments, field audits, and schedules of assigned team
- Assist in other functions/duties of the Statewide Asset Management Unit

#### **Minimum Qualifications**

- 5 years LIHTC compliance experience required.
- LIHTC Certifications required.
- 2 years minimum supervisory experience

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



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**What we offer:**

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

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)