



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!

VICE PRESIDENT- STATEWIDE ASSET MANAGEMENT UNIT

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 State 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.

The 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 financed under Federal and State housing programs including the Low-Income Housing Tax Credit; Housing Trust Fund; HOME, RAD, Mitchell Lama, and various other State housing programs.

The Vice President position entails multiple supervisory tasks while maintaining a highly rated fiscal standard for all HCR multifamily properties and loans.



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DUTIES AND RESPONSIBILITIES:

The primary functions of the position include:

- Expand HCR's integration efforts of its 4%, 9%, and Mitchell-Lama teams, focusing on eliminating redundant program requirements, streamlining asset management policies & procedures, and identifying and expanding cross-training opportunities. Supervise reorganizing, directing and hiring of an integrated Asset Management team.
- Coordinate with the 4%, 9%, and Mitchell-Lama portfolios to identify projects in which duplicative HCR reviews are performed to streamline Asset Management site audits across all portfolios.
- Oversee the optimized, integrated allocation and deployment of Asset Management staff and resources across the agency's four regional offices in New York, Albany, Buffalo, and Syracuse.
- Keep current with all legal, regulatory and program requirements affecting Asset Management's existing portfolio; notify HCR program staff, project owners and managers of any changes to these requirements, as well as any relevant compliance training opportunities.
- Work with senior Asset Management staff to develop policies and procedures for effectively monitoring projects entering Asset Management's portfolio under any new program.
- Work with OHP's leadership team to revamp staffing and succession plans.
- Coordinate Asset Management's responses to any program audit, as well as implementation of any recommendations resulting from such audit.
- Work with HCR program and legal staff on the review of any proposed legislation that might affect the AMU portfolio or any related program.
- Interact with outside professionals, third party agencies, HPD, HDC, other state allocating agencies, experts in the field, etc. in obtaining information and materials to determine industry standards and broaden unit knowledge of alternative portfolio compliance and new Agency and Federal partner regulations.
- Oversee the completion of all Federal/State mandated compliance audits.
- Supervise all of HCR's Asset Management reporting requirements on the federal, state, and local levels.
- Represent Asset Management in various internal unit meetings, meetings with owners and agents, updating compliance guidelines and monitoring progress of staff with their respective assignments.
- Spearhead the review all risk ratings and update the risk rating report as well as the unit's watchlist of troubled projects. Maintain the high-profile watchlist for discussion of resolutions with senior management.
- Develop, implement, and manage corrective action plans with the staff and property ownership to resolve project non-compliance issues.
- Review and approve project loan payoffs, management agent changes, ownership changes, and disbursements from HCR held reserve for replacement and tax and insurance escrow accounts.
- Coordinate Asset Management's Internal Control oversight.



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- Assist in the preparation of the Asset Management budget.
- Coordinate with appointed staffers the routine oversight of updates and additions to the Unit's operational manual.
- Collaborate with various HCR departments to address new program or industry requirements.
- Other duties include ensuring the Agency's website is updated by the Compliance unit and that all communications with FEHO, Legal, Treasury, Accounting and other Agency units are maintained frequently and adequately.

QUALIFICATIONS:

- Requires a minimum of 15 plus years' experience in affordable housing industry and various aspects of-property management and low-income tax credit compliance.
- Bachelor's degree in Management, Administration, Science, or Liberal Arts.
- Proven ability to assume a strong leadership role.
- Proven capability to facilitate an integration of established but differing business units, protocols, and policies.
- Strong knowledge of government housing programs (Housing Tax Credit, Mitchell-Lama, PBV Section 8, Enhanced Vouchers, Inclusionary Housing, HOME, RAD conversions, etc.)
- Proficiency in Microsoft Office applications, e.g., Excel, Word, Access and other computer platforms.
- Excellent oral and written communication skills.
- Detail oriented, proven training capabilities, strong mentoring, and analytical abilities a must.
- Ability to work independently and achieve firm deadlines due to time constraints associated with job functions.
- Residential real estate experience preferred.
- Knowledge of HQS inspections is helpful.
- Ability and willingness to travel and possess a NYS driver's license.

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

WHAT WE OFFER:

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



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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)