



# 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!***

### **Manager of Hurricane Ida Recovery Programs**

New York, NY

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 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.

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.

Homeownership and Community Development (HOCD) consists of the State of New York Mortgage Agency, the Affordable Housing Corporation, the Office of Community Renewal, the Office of Resilient Homes and Communities, and the Governor's Office of Faith-Based Community Development.

#### **BACKGROUND**

Hurricane Ida made landfall in New York on September 1, 2021, causing record-breaking rainfall and widespread flooding throughout New York City, Long Island, and Mid-Hudson region. Nearly 12,000 homes and apartments were impacted by flood damage. Following a Presidential declaration, the U.S. Department of Housing and Urban Development (HUD) allocated \$68,228,000 in funding to New York State, through the Office of Resilient Homes and Communities (RHC), to support long-term recovery efforts associated with Hurricane Ida. Funds are made available through a Community Development Block Grant-Disaster Recovery (CDBG-DR) grant, designed to address needs that remain after all other assistance has been exhausted.



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### **JOB SUMMARY**

The primary responsibility of the Manager of Hurricane Ida Recovery Programs is to implement one or more of the Hurricane Ida recovery programs as approved in the New York State Action Plan for Hurricane Ida: (1) Renters Resilient Housing Incentive, (2) Ida Housing Recovery and Reimbursement, (3) Affordable Housing Resiliency Initiative and (4) Resilient Investments through Support and Capital. ***This is a temporary position lasting an estimated 3 years with the possibility of an extension.***

The Manager of Hurricane Ida Recovery Programs will report to the Director of Hurricane Ida Recovery Programs.

### **DUTIES**

- Manages the daily operations of one or more of the four Hurricane Ida recovery programs, as approved in the New York State Action Plan for Hurricane Ida.
- Assists the Director in onboarding sub-recipients and/or vendors through competitive solicitation processes.
- Performs research and analysis for the assigned program area; and prepare reports for use by executive management.
- Performs special studies to support the development and implementation of programs to move government forward.
- Reviews vendor and sub-recipient invoices and processes disbursement requests in coordination with HCR's financial unit.
- Maintains partnerships with internal and external entities. Meet with outside stakeholders to discuss programs.
- Identifies barriers to the success of projects and propose and implement solutions.

### **Minimum Qualifications and Desired Skills**

- Bachelor's degree in humanities, urban planning, business, or another related field. Preference for a Master's degree in a similar field.
- A minimum of five (5) years of work experience in project management, disaster recovery, construction management, government administration or a related field.
- Understands compliance with CDBG-DR rules and regulations.
- Ability to communicate effectively both orally and in writing with attention to detail and professionalism in all communications.
- Well organized and self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks.
- Affinity toward technology and ability to perform basic data analytics.

\*Substitutions: four years of specialized experience or associate 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.



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

[TO APPLY, CLICK HERE](#)

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