



# 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 COUNSEL**

Albany, NY or 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.

*A Civil Service exam is not required for this position. Candidates must meet the minimum qualifications outlined below to be considered.*

HCR is committed to fostering a culture of diversity, equity, inclusion, and accessibility. Our work would not be possible without the diverse backgrounds, experiences, ideas, and abilities of our employees. HCR is committed to developing a workforce that represents the diverse population of New York State. HCR embraces a diverse and inclusive work environment by encouraging all individuals, including those with disabilities, to apply to open positions at the agency.

**HCR Legal** provides counsel across the agency's offices and program areas, including with respect to financing and real estate transactions, litigation matters, administrative and regulatory issues, policy and legislation, and operations and governance. The team also encompasses the Tenant Protection Unit, which proactively enforces the State's rent regulation laws.

HCR consists of: the Division of Housing and Community Renewal, the NYS Housing Trust Fund Corporation, the State of New York Mortgage Agency, the New York State Housing Finance Agency, the Tobacco Settlement Financing Corporation, the Affordable Housing Corporation and the State of New York Municipal Bond Bank Agency (collectively, the "Agencies").

The duties listed below relate to the work of the Agencies and will be undertaken under the direct supervision of the Agencies' Associate Counsel for Operations.

#### **JOB SUMMARY**

The Assistant Counsel will be primarily responsible for the legal work applicable to the Agencies' operations. Responsibilities include but are not limited to:

- Drafting procurement contracts, procurement contract amendments/renewals and agency real estate documents (e.g. office leasing);
- Updating the Agencies' Standard Clauses for Contracts;
- Providing guidance in the updating of the Agencies' Procurement and Contract Guidelines;
- Updating the Agencies' Lobbying Law Policies in connection with procurements and contracts, when necessary;
- Reviewing procurement solicitation material;



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- Reviewing contract-related board memos and drafting of accompanying resolutions;
- Providing legal advice in connection with procurement and contract related legislation, regulations;
- Serving as the legal representative on Agency committees in the review solicitation responses;
- Assisting with legal matters relating to minority and women owned business enterprises and service disabled veteran owned businesses;
- Assisting with other operations matters such as: office leasing; insurance requirements; budgetary discussions; and
- Carrying out such other legal duties as are necessary to be carried in the legal department, at the discretion of the Senior Vice President/General Counsel and the Deputy Counsel for Compliance.

#### **QUALIFICATIONS:**

- Minimum of 3 years experience with government contracts and procurements;
- Experience with Federal and NYS procurement and contracting rules and regulations;
- Experience with public benefit corporation procurement and contracting rules and requirements a plus;
- Familiarity with: NYS Financial Law, Article 11; NYS Public Authorities Law, Title 4; NYS Executive Law Article 15; NYS Veterans' Service Law, Article 3; and the NYS Public Officers Law
- Knowledge of information technology contract matters a plus; and
- Must be admitted to the practice of law in New York State.

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

#### **What we offer at NYSHCR**

- Extensive benefits package including paid leave, including excellent health, dental, vision and [retirement benefits](#) with the New York State & Local Employees' Retirement System.
- Promotional opportunity for dedicated professionals
- Work life balance benefits including a 37.5 hour work week and paid time off benefits including, vacation, sick, personal days, and Federal Holidays
- Opportunity for compressed scheduling
- 12 weeks of Paid Parental Leave
- Paid Family Leave
- Opportunity for compressed/flextime scheduling
- As a New York State employee, you may qualify to participate in the [Federal Public Service Loan Forgiveness Program](#) (PSLF). The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under an [accepted repayment plan](#) and while working full-time for an [eligible](#) employer.

#### ***Additional SONYMA/HFA/AHC Benefits:***



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### ***Job Opportunities at New York State Homes and Community Renewal***

- Cash in for Wellness! This program provides you with the option of buying or renewing a health club membership of your choice or enrolling in a weight loss and or smoking cessation program, using your sick leave accruals.
- Tuition reimbursement program – for job related and non-job related courses
- Vacation Leave Buy-Back program – Subject to approval, every year eligible employees may exchange previously earned and accrued vacation time in return for cash compensation (at employee's daily rate of pay at time of exchange)
- Access to Plum Benefits – savings on movie tickets, theme parks, hotels, tours, Broadway shows and more!
- Optical reimbursement program – Employees are eligible for optical, hearing aid, and podiatric expenses not otherwise covered by insurance, with a maximum aggregate amount of \$650 per year, per family. Unused yearly balances may be carried over to the next year for a maximum of \$1300

#### **About New York State Homes and Community Renewal:**

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 multi-family 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, construction, 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.

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)