



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!

ADMINISTRATIVE ASSISTANT 2

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.

The Office of Professional Services (OPS) is responsible for all administrative and support services, including Human Resources, Communications and Public Information, Fair Housing, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, Internal Audit, Project Management, and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services.

DUTIES:

- Answering phones, responding to Inquiries with sufficient general knowledge of the Agency's business, in an efficient and professional manner.
- Sufficient knowledge of Agency procedures with regards to public/press inquiries, security issues and familiarity with departmental contacts and protocols.
- Maintaining Agency Conference Room Calendar via Microsoft Outlook, scheduling meeting requests with a knowledge of priority and placement and directing visitors appropriately.
- Logging of incoming mail in a timely manner, with a knowledge of proper distribution and priority.
- Logging Agency visitors into Rudin Security System.
- Dependability and ability to work 9:30am-5:30pm schedule.
- The Main reception Desk represents the "face" of the Agency and is for visitors and callers, the first visible impression presented to them. As such, the position should represent the professionalism and familiarity that is required accordingly.
- Manage and maintain the seating plan for 641 Lexington Avenue office.
- Primary back-up for the Senior Executive Administrative Assistant to the Commissioner and Administrative Services manager. This role includes but is not limited to a high volume of



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calendar/meeting management for the Commissioner and Executive Team in addition to many other duties such as liaison with the Executive Chamber, making travel arrangements, event planning and expense management.

- Assist the Executive Team's administrative assistants as needed.
- Secondary back-up for the various positions in Facilities Department to ensure proper coverage with respect to all aspects of Facilities which include Office Manager, Mailroom Manager and Records Manager's duties and the Purchase Request System and SAP.

QUALIFICATIONS:

- Minimum of one year receptionist and clerical experience;
- Computer literate and strong familiarity with Microsoft Outlook, Word and Excel;
- Exceptional telephone and interpersonal skills;
- Strong diction and voice control important;
- Excellent attendance and punctuality;
- Should be flexible in undertaking other clerical assignments and be able to work overtime as required.

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:

- 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



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- 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

Please Include your name in the subject line

New York State is an Equal Opportunity Employer
(EOE)