



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 DIRECTOR, CONTRACTS AND ADMINISTRATION

Albany, NY or New York, NY

POSSIBLE HYBRID WORKPLACE OPPORTUNITY

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.

*This position is with HCR's **Affordable Housing Corporation (AHC)**. This is not a civil service position, and a civil service exam is not required. Candidates must meet the minimum qualifications outlined below to be considered.*

NYS Homes and Community Renewal (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.

DUTIES AND RESPONSIBILITIES:

Reporting to the Vice President, Contracts and Administration (VP), the Senior Director, Contracts and Administration, is responsible for assisting the VP in the directing and managing of HCR's procurement of goods and services, assuring that the planning and implementation of HCR's procurement and contract activities are in compliance with applicable regulations and policies.

- Provide executive-level leadership in the development, evaluation, and oversight of all procurement methodologies, including RFPs, RFBs, RFQs, RFIs, Competitive Sealed Bids, IFBs, Sole/Single Source Procurements, Preferred Source Procurements, Discretionary Procurements, and other end-to-end sourcing processes.
- Partner with the VP to shape the strategic direction of procurement, contract administration, and related administrative functions, ensuring alignment with organizational goals and regulatory requirements.
- Serve as the primary leadership backup to the VP, including attending meetings on the VP's behalf, providing authoritative guidance, and ensuring seamless continuity of procurement, contracting, and administrative operations.
- Provide strategic oversight and leadership to the Director of Procurement/Contracts and procurement staff, ensuring high performance, accountability, and operational excellence.



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- Act as a senior advisor to procurement staff, offering expert guidance on complex procurement issues, best practices, compliance requirements, and risk mitigation strategies.
- Lead, in collaboration with the VP, the organization's procurement lifecycle, ensuring that all sourcing activities are strategically designed, competitively executed, and compliant with applicable laws and policies.
- Approve purchase orders within SAP and the New York State Financial System (SFS), ensuring accuracy, compliance, and timely execution of procurement activities.
- Provide leadership in the management and optimization of procurement technology platforms, including SAP procurement modules and SFS, to enhance efficiency, transparency, and workflow performance.
- Ensure all procurement and contracting activities adhere to legal, regulatory, and organizational standards, fostering a culture of integrity and compliance.
- Oversee the evaluation, clarification, and negotiation of contract terms and procurement documentation, ensuring favorable outcomes and risk-appropriate agreements.
- Review procurement recommendations and contract actions with the VP prior to executive and oversight approvals, ensuring strategic alignment and compliance.
- Provide leadership in administering the mini-bid process among pre-qualified vendor panels, ensuring fairness, transparency, and competitive value.
- Oversee, with the VP, the development, implementation, and continuous improvement of Standard Operating Procedures (SOPs) for procurement and contract administration.
- Support the VP in shaping procurement policies, procedures, and internal controls that reflect evolving legislative, regulatory, and organizational requirements.
- Serve as a senior liaison to auditors and compliance entities, identifying risks, strengthening internal controls, and ensuring full regulatory adherence.
- Lead the coordination and management of audit documentation requests and responses to oversight bodies.
- Oversee the creation and maintenance of procurement tracking systems to monitor procurement activities, contract milestones, approvals, and performance timelines.
- Champion procurement best practices and performance metrics (KPIs) to drive operational efficiency, accountability, and service excellence.
- Provide leadership in the preparation of weekly, monthly, quarterly, annual, and ad hoc procurement reports for internal and external stakeholders.
- Ensure procurement and contract files are complete, accurate, and maintained in accordance with regulatory and organizational standards.
- Build and sustain strong relationships with internal departments, serving as a strategic partner to support programmatic procurement needs.
- Support the VP in developing and delivering procurement training programs that strengthen organizational knowledge and compliance.
- Advise executive leadership on procurement strategies, risks, and opportunities, offering informed recommendations to support organizational decision-making.
- Provide guidance on subrecipient procurement activities to ensure compliance and effective oversight.



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- Lead and coordinate responses to Freedom of Information Law (FOIL) requests related to procurement and contracting.
- Prepare procurement-related materials, briefings, and reports for executive leadership and Board review.
- Perform additional leadership duties and special projects as assigned.

WHO YOU ARE:

- Bachelor's degree in Public Administration, Business or related field.
- Minimum of 7 years of progressive experience in procurement management, ideally within a public sector or government-regulated environment; experience may include leading competitive, best-value solicitations for a government agency or managing complex proposal submissions for a government contractor.
- At least 4 years of experience in a management or leadership role, with demonstrated ability to lead teams, influence decision-making, and drive organizational outcomes.
- Proven track record of collaborative problem-solving, strategic thinking, and high-quality writing in a complex, fast-paced, and multi-stakeholder environment.
- Experience in finance (fiscal operations/budgets) a plus
- Experience with subrecipient agreements a plus
- Creating and implementing policy/procedures experience a plus
- Experience in working with automated system for contracts a plus
- CDBG-DR knowledge and experience a plus
- Knowledgeable in New York State and federal procurement rules, regulations, policies and best practices
- Proven ability to handle competing priorities
- Proven ability to work independently and collaborate cross-functionally in a fast-paced environment
- Proven ability to work collaboratively with vendors, agency management and program staff to solve problems and recommend positive solutions
- Strong management and organizational skills
- Shared organizational value for integrity, flexibility and professional/ethical behavior
- A can-do attitude
- Ability to understand and problem solve sensitive matters
- Ability to be discreet

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

All internal SONYMA/HFA/AHC employees(only) are directed to apply via
internalcandidates@hcr.ny.gov

PLEASE INCLUDE NAME IN SUBJECT LINE

[TO APPLY, CLICK HERE.](#)

APPLICANTS MUST INCLUDE A RESUME



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WHAT WE OFFER AT NYS HCR:

- 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 include 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.
- 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 next year for a maximum of \$1,300.

ABOUT NEW YORK STATE HOMES AND COMMUNITY RENEWAL:

Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnaukas, **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, construction, finance, law, and many other areas of expertise. We



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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 is an Equal Opportunity
Employer (EOE)