



ANDREW M. CUOMO  
Governor

# Homes and Community Renewal

RUTHANNE VISNAUSKAS  
Commissioner/CEO

New York State Homes and Community Renewal – Housing Trust Fund Corporation  
Office of Community Renewal

Job Title: Director of Community Services

Location: Albany

**New York State Homes and Community Renewal (HCR)** fosters the creation and preservation of high quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo 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.

#### HCR's Mission and Goals:

- Partner to improve and preserve New York State's homes and communities
- Finance and leverage resources to create and preserve safe, decent and affordable housing for the States low-moderate income individuals and families
- Support the revitalization and economic growth of the State's distressed communities and neighborhoods
- Increase compliance with rent laws and regulations in order to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

The Office of Community Renewal (OCR) is one of four program offices within NYSHCR. The OCR's mission is to administer a combination of State and Federal funding resources to develop or support programs that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate-income persons.

**Position Summary:** Under the general direction of the President, the Director of Community Services is responsible for management of the Neighborhood and Rural Preservation Programs (NPP/RPP), Housing Counseling Programs, Member Item Program (MIPS) and other programs as funding sources become available.

**Duties and Responsibilities include, but are not limited to:**

- Interpret program-related policies and statutes to clarify program goals and objectives. Specifically:
  - Evaluate legacy program design and develop options for modernizing and reinvigorating the existing stakeholder base;
  - Provide OCR and HCR Leadership with Program-related guidance and recommendations for policy actions and program administration;
- Assist with the development and implementation of internal and external policies and procedures for the Neighborhood and Rural Preservation Programs (NPP/RPP) and other programs as needed;
- Supervise and manage Program staff to ensure program goals and timeframes are met as necessary, and program administration is performed in accordance with all requisite statutes, rules, regulations, program guidelines, etc.;
- Articulate program rules and regulations to provide advanced direct technical assistance to grantees to promote comprehension of program regulations, requirements, and contracting processes;
- Manage assigned Program caseload, including but not limited to tracking and monitoring project portfolio through application, funding, development and compliance phases, including on-site monitoring of Program grantees and database record keeping and reporting support;
- Carry out routine office activities such as answering and routing phone calls, copying, transcription, filing, data entry, handling incoming and outgoing e-mail, and mail, and other tasks as needed;
- Prepare memos, correspondence, reports, manuals, presentations or other documents as needed;
- Advise on and contribute to the drafting and distribution of annual and/or other periodic or semi-annual Notices of Funding Availability, Requests for Proposals, and other related OCR Program funding documents;
- Assist with review and scoring of all Program-related applications, the award notification/declination process, the review and processing of contracts and payment requests;
- Represent the Office of Community Renewal in community development meetings, conferences, and interagency working groups including the Regional Economic Development Councils (REDC);
- Special projects and general program-related support and assistance, as needed.

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

**Minimum Qualifications and Desired Skills**

- Bachelor's degree in humanities, public or business administration with a minimum of five (5) years of professional work experience in grants or contract management position. Master's degree preferred;
- Management experience, including supervising staff members in regional locations;
- Familiarity with NYS Legislative process;
- Experience working in a broad range of communities, i.e. population size, geographic region;
- Understanding of how to work effectively in and with diverse communities;
- Interest in Housing, Community and Economic Development;
- Affinity toward technology;
- Strong analytical, organizational and problem-solving skills;
- Demonstrated experience performing administrative duties with speed and accuracy without immediate and constant supervision;
- Ability to communicate effectively both orally and in writing with an attention to detail and professionalism in all communications;
- Knowledge of Internet and ability to research and retrieve information;
- Well organized and self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks;

- Comprehensive experience with Microsoft Office. Specifically:
  - **Word**  
Experience using forms, table of contents, and advanced formatting features preferred.
  - **Excel**  
Ability to work in multiple worksheets, perform calculations, compose formulas and functions such as pivot tables is preferred.

**What we offer:**

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

**Instructions for Applicants:**

Applicants must include a cover letter, resume and relevant writing sample for review. This may include professional correspondence, procedural documents or other examples of technical writing.

Applicant must describe in a cover letter how he/she meets the minimum qualifications, and how the work experienced outlined in the accompanying resume relates to the available position. Applicants are also encouraged to use the cover letter as an opportunity to identify specific skills, including knowledge of software or database systems that may be useful for this position.

**TO APPLY, please respond as directed above to: [HTFCJobs@nyshcr.org](mailto:HTFCJobs@nyshcr.org)**

**Please include the name of the position that you are applying for in the subject line.**

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