



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-Asset Management Unit (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.

The Asset Management Unit is responsible for the asset management and compliance monitoring of the Agency's existing affordable housing portfolio. This portfolio has been financed under various loan and subsidy programs including HTFC **and/or DHCR including HTF, TKEY, HOME, LIHC and SLIHC, and a significant number** that have first mortgage loans that are 100% insured under SONYMA's Mortgage Insurance Fund (MIF) Program. The Unit also responsible for the annual registration of Manufactured Home Parks throughout NYS to ensure compliance with Real Property Law 233.

Every person is expected to perform any reasonable task or request that is consistent with fulfilling the Agency's objectives and goal.

DUTIES AND RESPONSIBILITIES:

- The Administrative Assistant position requires a close working relationship asset managers, Unit Head and other Agency staff. Excellent computer, communication (oral and written), and organizational skills are essential. Full knowledge of Microsoft Office is essential.
- Answers incoming phone calls from the general public and Agency staff.
- Organizes, files, and scans appropriate Management Reviews as directed by Unit Staff.
- Assists Asset Manager in preparation of daily and weekly reports, resident communications, and market surveys as needed.
- Performs clerical tasks and general office duties including the use of office equipment,



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opening mail, completing travel vouchers for senior staff, using Outlook email, scheduling of conference calls, conference rooms, and maintaining the unit calendar.

- Ability to acclimate and familiarize with NYSHCR website, Agency departments, and housing programs to direct the public and Agency staff to the appropriate information or department.
- Executes and coordinates the annual registration process of 1,817 manufactured Home Parks(MHP)
- Maintains, operates and follow-up of the online annual registration system;
- Answers and conducts follow-ups to the MHP email mailbox and MHP Hotline;
- Assists owners to navigate the online system through phone calls and emails and for all follow up correspondence regarding registration to ensure compliance with the Real Property Law 233
- Responsible for contact with the public, including park owners, operators, tenants and all general questions regarding the manufactured homes program; opening all case files, computer input, generation of letters to park owners or operators informing them of the noncompliance, and all pertinent case tracking;
- Assist in fact finding investigations on new or existing MHP cases;
- Conduct follow up telephone calls to assist in the processing or resolution of complaint cases;
- Duties include all data entry, emailing, and follow up correspondence
- Maintains the inventory of office supplies, and requisitions new supplies as needed.
- Performs any additional reasonably related duties assigned by supervisor

QUALIFICATIONS:

- Bachelor's (preferable) or Associate Degree in Business, Business Administration or Government Affairs preferred.
- A self-starter with excellent organizational, oral and written communication skills a must.
- General knowledge of federal, state, and local housing programs.
- Proficiency in Microsoft Office suite (Word, Excel, and Power Point) required.

WHAT WE OFFER:

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



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TO APPLY, please send resume and cover letter to: Jobopportunities@nyshcr.org
New York State is an Equal Opportunity Employer (EOE)