



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

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 Office of Housing Preservation manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. We enforce the Rent Laws in New York City for over 900,000 housing units, while providing federal and state rental assistance to assist more than 45,000 families across the state. We also monitor 130,000 low income housing units financed with federal and state resources and provide grant funding to help homeowners and tenants save energy.

The Housing Portfolio Management Unit is responsible for the asset management and compliance monitoring of the Agency's existing housing loan portfolio. This portfolio has been financed under various loan and subsidy programs including the Secured Loan Rental Program, the Section 8 Mod Program (Allenhurst Apts.) and the Mobile Home Cooperative Program.

Job Summary

The Asset Management Unit is responsible for the asset management and compliance monitoring of the Agency's existing housing loan portfolio. This portfolio has been financed under various loan and subsidy programs including the Secured Loan Rental Program, the Section 8 Program and the Mobile Home Cooperative Program. The Administrative Assistant will report to the Vice President. While the following information should be considered a comprehensive description of this position, it should also be noted that some responsibilities and duties might not be specifically addressed. Every person is expected to perform any reasonable task or request that is consistent with fulfilling the Agency's objectives and goal.



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DUTIES AND RESPONSIBILITIES

- The Administrative Assistant position requires a close working relationship HFA 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, 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.
- 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.
- 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.

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:

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

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