



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!

ASSISTANT COUNSEL

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 James S. Rubin, **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 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.

RESPONSIBILITIES:

The Attorney/Assistant Counsel will be responsible for assisting the Vice President of Contracts and Administration (Vice President) with legal matters relating to procurements and contracts, preparation of materials for the Agencies' Boards and State governmental agencies and other related matters of the Agencies. The Attorney/Assistant Counsel will assist the team's unit in ensuring that solicitations and contracts comply with all rules, regulations, statutes and procedures; drafting memoranda and contracts; preparing board material; performing general research; troubleshooting assistance for legal problem resolutions relating to procurements and contracts; revising procurement guidelines and procedures, and other related procurement and contract matters as directed.

QUALIFICATIONS:

- Must be admitted to the practice of law in New York State
- Minimum of three to five years in Section 163 of the New York State Finance Law and/or Section 2879 of the NYS Public Authorities Law, and Articles 15-A and 17-B of the NYS Executive Law, or



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

be familiar with governmental procurement and contract statutes for both NYS executive agencies and public authorities or have a good understanding of the preceding together with governmental experience and substantial experience with the procurement and contract process.

- Strong organizational and analytical skills.
- Superior writing and proofreading skills.
- Excellent leadership skills.
- Must be able to multi-task and prioritize workload.
- Ability to establish effective working relationships with staff, outside attorneys and contacts.
- Proficient in Word, Excel and other computer skills.
- Ability to be precise and good facility in making distinctions.
- Must be able to work under pressure.
- Willingness to accept additional responsibility.
- Good attendance and punctuality.

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

What we offer:

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

TO APPLY, please send resume and cover letter to: Jobopportunities@nyshcr.org

New York State is an Equal Opportunity Employer (EOE)