



# 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!*

## **Multifamily Systems Specialist**

**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.

In anticipation of passage of Governor Cuomo's historic \$10 billion proposal to create 100,000 affordable housing units across the state over 5 years, HCR is currently seeking to fill a wide variety of positions. Please see our website [www.nyshcr.org](http://www.nyshcr.org) for more information.

**The Office of Finance & Development** manages **HCR's** multifamily and single family housing programs and bond offerings. HCR has been the most active housing bond issuer in the country in 4 of the last five years, issuing nearly \$9.5 billion in tax exempt and taxable housing bonds to fund initiatives ranging in scope from mixed income rental developments to single family mortgages. Finance & Development actively engages with a range of partners including for-profit, and not for profit borrowers, municipalities, lenders, investors and other funding entities to leverage Low Income Housing Tax Credits, tax exempt bonds, single family lending programs, and a multitude of State funded programs. Our resources have helped finance over 42,000 affordable apartments and affordable homes since 2011. Finance & Development has primary responsibility for implementing many of the initiatives under the Governor's new House NY 2020 plan, an unprecedented \$20 billion investment over the next five years.

**The Multifamily Programs** division offers financing to encourage a wide range of affordable housing, including preservation and rehabilitation of existing affordable multifamily rental housing, new construction of affordable multifamily rental housing for households of all ages, and mixed income developments for the creation of affordable multifamily rental housing in high-opportunity and high



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cost rental markets. Since 2011, Multifamily Programs has funded more than 350 projects that will create or preserve over 35,000 affordable rental homes.

### **DUTIES & RESPONSIBILITIES:**

- Produce reports for HCR management and staff and in response to outside requests for information, such as audit responses and FOIL requests. This requires interpreting requests to determine the appropriate responses, creating custom database queries, analyzing data, and designing reports and/or graphical representations to best communicate the data to the intended audience. The following software may be utilized in accomplishing this: Sybase Info-Maker, Oracle, SHARS (HCR mainframe database), MS Access, MS Excel, MS Word, MapInfo and/or ArcGIS.
- SHARS database maintenance. Will require analyzing and assessing data and functionality of the HCR “legacy” mainframe database as well as data input, updates and corrections to maintain the accuracy and completeness of the database. This system is used to capture and aggregate many data types including (but not limited to):
  - Applicant/Awardee info.
  - Award Assignments
  - Political Districts
  - Building addresses
  - Building geocodes
  - Project statuses & dates
  - Funding amounts
  - Budgets
  - Units
  - Income targets
  - Targeted populations
  - Contact info
- Provide assistance to DHCR staff with using SHARS and RDS (a mainframe reporting module used with SHARS) systems. This will require learning the data structures and functionality of the systems thoroughly, and applying that knowledge to implement solutions to problems which occur, and plan, test, and implement system changes with IT staff when necessary.
- Develop systematic procedures for F&D program staff to meet programmatic needs, regulatory requirements & internal controls. This will include producing written materials, designing and organizing work flows and electronic filing as necessary to properly document F&D’s processes including all Unified Funding reviews
- Work with F&D program staff to evaluate program communication and procedure needs and develop documents, forms and reports for use by staff and for outside use by HCR housing partners (developers, municipalities, etc.) and the general public.
- Work with F&D program staff and Web Content staff to keep F&D content on the HCR Internet site accurate and presented effectively, and evaluate its usefulness to the public and HCR’s housing partners



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- Administer software, subscription service, and/or consultant contracts. Working with program staff and purchasing on various contracts F&D utilizes to accomplish program functions. This may involve assessing program needs to create appropriate specifications and/or requests for proposals, evaluating proposals from potential contractors, guiding contracts through the procurement process and administering contracts already in place.

#### **QUALIFICATIONS:**

- Bachelor's degree;
- Two years relevant experience in data analysis and/or reporting;
- Excellent oral and written communication skills; proficient with Excel

This job description is not intended to be all-inclusive and 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: [HousingPlanJobs@nyshcr.org](mailto:HousingPlanJobs@nyshcr.org)  
Please include the name of the position that you are applying for in the subject line.**

New York State is an Equal Opportunity Employer (EOE)