



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!

PROJECT MANAGER **(New York & Syracuse Region)**

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 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:

- Manage Multifamily Capital Project Caseload as Assigned: Evaluate project development and operating budgets and overall project financing plans; act as a proactive intermediary and problem solver between the developer's team and HCR technical staff to facilitate the completion of tasks required for completion and close-out of the project; provide guidance and regular communication with development team members regarding project status, timelines and submissions to keep the project on schedule; facilitate contact with other governmental agencies, financial institutions and others involved in projects; process all payment requests from the developer in a timely manner; maintain required documentation and files and track development timetables and deadlines for each assigned project
- Review and evaluate Unified Funding and any other applications assigned by senior staff or supervisors; complete eligibility and scoring reviews as required; provide analyses of proposed projects; and make recommendations for the disposition of all assigned applications.
- Perform periodic site visits for proposed projects and for projects currently under construction. Report on site conditions and convey deficiencies or issues to supervisor and technical units, as needed.
- Coordinate technical assistance from technical units to any prospective applicants in Regional Office service area. Provide follow-up to address specific applicant needs and questions and facilitate contact with technical units as needed. Coordinate meetings with prospective applicants as needed to provide complete information and guidance to meet each applicant's needs.
- Forward inquiries from the public about HCR programs and activities to appropriate agency staff as needed.
- Supervise subordinate staff to ensure that employees fulfill the performance requirements outlined in their performance program including compliance with agency time and attendance rules. Provide guidance, support, and training as available and necessary to enable each employee to meet the requirements of their position and develop their skills and interests to increase their professional credentials and value to the agency and the public. Utilize all supervisory tools and skills to ensure that staff perform well in their positions, and comply with agency requirements.
- Alert management team, in a timely manner, of any existing or potential project issues that may result in delays, including the reporting of events or trends of non-compliance, or cost increases or other issues which may reflect poorly on the project, programs or agency.
- Responsible for all steps required to bring a funded project from award to completion and operation, including all required reviews, HCR documentation and personnel required to complete each review step and successfully move one or more projects from funding to completion.
- Prepare and submit regular reports on project status, complete and on time, as requested by supervisors and agency senior staff.



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QUALIFICATIONS:

- Bachelor's degree preferred
- Large scale Project Management experience required
- Housing Finance experience preferred
- Strong supervisory skills
- Ability to manage projects with little supervision
- Computer skills; proficiency in Microsoft Office with an emphasis on Excel and Outlook

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.

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

TO APPLY, please send resume and cover letter to: 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)