



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!

RENTAL ASSISTANCE PROGRAM MANAGER HOUSING TRUST FUND Position could be located in New York, Syracuse or 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. The position will be located in our office in New York City. 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.

Overview:

New York State Homes and Community Renewal (HCR) is the only statewide Public Housing Authority in New York and operates one of the largest Section 8 Housing Choice Voucher (HCV) programs in the nation. In addition to the more commonly known portable vouchers for very low and extremely low-income families, HCR's administration of HCVs also encompasses Tenant Protection Vouchers, Enhanced Vouchers, and Project Based Vouchers.

HCR delivers HCV services utilizing a network of 42 Local Administrators (LAs) assigned to 51 counties. LAs are private, non-for-profit or government entities that administer Section 8 vouchers on behalf of HCR. HCR currently administers over 44,000 vouchers across New York State including in New York City.

Duties and Responsibilities:

Under general supervision of the Housing Choice Voucher Program Director, the purpose of this role is to serve as the subject matter expert tasked with the oversight and supervision of the following Section 8 housing programs: Project Based Vouchers (PBVs), Tenant Protection Vouchers (TBVs), Enhanced Vouchers (EVs) and other Section 8 programs as assigned. The Rental Assistance Program Manager will coordinate and liaison with developers, property managers, LAs, participants, and HCR staff to facilitate compliance with federal Section 8 requirements throughout the affordable housing development



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lifecycle. This person will be responsible for educating agency staff and partners regarding regulations in these programs that are issued by the U.S. Department of Housing and Urban Development (HUD).

Responsibilities may include but not limited to:

- Draft and coordinate a Request for Proposals (RFP) for Section 8 PBVs; develop selection criteria; facilitate all required federal reviews; and coordinate the scoring and selection process; conduct Subsidy Layering Reviews (SLR) per federal requirements as necessary; review SLRs performed by agency underwriters to ensure compliance; submit SLRs to HUD for review.
- Coordinate with HCR staff working on projects related to multi-family financing, underwriting, Davis Bacon compliance, Architecture and Engineering, Environmental Assessment.
- Manage an annual PBV Rental Assistance NOFA and selection process.
- Generate AHAP/HAP contracts for PBVs; connect with LAs/Developers/F&D.
- Track the status of affordable housing projects receiving Section 8 PBVs from HCR; provide data on investments, priorities and outcomes.
- Facilitate the completion of PHA responsibilities for property conversions.
- Provide training and technical assistance for both HCR staff and Section 8 LAs related to Section PBVs, RAD conversions, and other Section 8-related development; conduct informational Program WebEx/workshop for: LAs, developers, landlords of PBV.
- Work collaboratively with the LAs, owners, and tenants to ensure proper notice and protect tenant rights.
- Manage monthly PBV vacancy reports.
- Liaise with federal, state and local partners, including HUD Multi-Family, HUD PIH, New York City Department of Housing Preservation and Development (HPD) and HPD and New York City Housing Authority (NYCHA).

Qualifications:

Applicants must show a combination of experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position. The ideal candidate will have the following qualifications:

- A Bachelor's degree or higher in a relevant field of study is preferred by not required.
- A minimum of five years of experience in the administration of Section 8 Housing Choice Vouchers, working for a Public Housing Authority, government entity, developer, property manager, or private consultant.
- Demonstrated experience and knowledge of Section 8 Project Based Vouchers, Enhanced Vouchers and Tenant Protection Vouchers.
- Familiarity with affordable housing development financing, including Low Income Housing Tax Credits, RAD conversions, etc.



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- Other comparable areas or equivalent combination of education and experience.

Preferred Certifications:

Section 8 HCV Specialist

RAD PBV Specialist

HCV Rent Calculation certification

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)