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**Director, Section 8 Housing Choice Voucher Program**

Position may be located in New York City, Albany, or Syracuse

**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.

HCR’s Mission and Goals:

* Partner to improve and preserve New York State’s homes and communities
* Finance and leverage resources to create and preserve safe, decent and affordable housing for the States low-moderate income individuals and families
* Support the revitalization and economic growth of the State’s destressed communities and neighborhoods
* Increase compliance with rent laws and regulations in order to protect the legal rights and obligations of tenants and owners: and
* Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

Under the umbrella of HCR, **the Housing Trust Fund Corporation (HTFC)** serves as the only Public Housing Authority operating statewide in New York. HTFC’s Section 8 Housing Choice Voucher (HCV) Program is among the largest in the nation, administering over 44,000 of the 226,800 total vouchers available in New York State. Participants receive a voucher that pays a portion of their rent and housing costs for an apartment or home of their choice.

HTFC administers vouchers in 52 counties utilizing a combination of state employees and contracts with local government, non-profit, and private sector partners known as Local Administrators (“LAs”). We are a national leader in the Section 8 affordable housing field. We strive to maintain a work environment that fosters creativity, innovation and continuous improvement. We have a proven track record for ensuring compliance with federal regulations but are first and foremost committed to empowering very low and extremely low-income families.

**Position Summary:**

The HCV Director will provide strategic direction and leadership to the program while maintaining operations in compliance with all federal Section 8 rules and requirements. The Director is a subject matter expert, supervisor, trainer and facilitator. The position requires demonstrated management experience as well as content knowledge.

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

* Supervise and train a team of 40-50 State employees in New York City, Albany and Syracuse, including 3-5 deputy directors, case managers, field staff, etc.
* Establish the organizational chart and reporting hierarchy for program staff; draft job descriptions for the program management team and ensure an efficient distribution of work.
* Maintain relationships with essential stakeholders including a network of county and regional LAs, vendors for technology systems and inspections, the U.S. Department of Housing and Urban Development (HUD) and other relevant State and federal agencies.
* Monitor contract performance by a network of 30-50 LAs and other vendors; Assess and evaluate vendor performance and facilitate the re-procurement of services as necessary.
* Monitor the utilization of HCR’s voucher and budget authority on an ongoing basis; establish systems to track spending for Housing Assistance Payments, Administration, and Operating Reserves.
* Maximize available resources to serve the most families while also avoiding budgetary shortfalls.
* Ensure the HCV program remains in compliance with all applicable federal and state regulations; oversee the implementation of new rules and requirements; review and approve all changes to the HTFC Section 8 Administrative Plan.
* Establish systems for quality control for both State Staff and LAs.
* Develop and implement a training plan to address emerging risks and remain current with changing regulations.
* Serve as a leader in the Section 8 field; facilitate dialogue and feedback with the LAs and with other Section 8 programs in New York.
* Review Federal budget allocations and Section 8 policy changes at HUD; make presentations to HCR Senior Management regarding the future outlook; track and report on program outcomes as requested.
* Respond to various control agencies, including HUD, the Inspector General, HCR’s single audit, etc.; Serve as a point of contact for federal, state and local elected officials.
* Provide leadership in creating and facilitating Section 8 initiatives and collaborations, including HCV Homeownership, the Family Self Sufficiency (FSS) program, Project Based Vouchers,  Mobility Counseling, etc.; identify opportunities to braid and leverage federal, state and private resources to empower families and preserve housing affordability in New York.
* Oversee the implementation of new technology systems for HCV; utilize web-based systems to streamline operations, improve efficiency, and enhance accessibility and responsiveness.
* Other duties as necessary

**Minimum Qualifications and Desired Skills:**

* A Bachelor’s degree and a minimum of 10 years of experience in affordable housing -or- a Master’s degree and a minimum of 7 years of experience; Section 8 HCV experience strongly preferred.
* A strong desire to learn, including the ability to analyze complex policy issues and remain current in a changing regulatory environment.
* Demonstrated experience as a manager, including training new staff and mentoring other supervisors.
* Proven written and oral communication skills.

**Instructions for Applicants:**

Applicants must include a cover letter and resume.

**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:** [HTFCJobs@nyshcr.org](mailto:HTFCJobs@nyshcr.org)

**Please include the name of the position that you are applying for in the subject line.**

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