

# Deputy Director for the Legal Support Unit, Division of Tenant Resources

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## **About the Agency:**

The NYC Department Housing Preservation & Development (HPD) promotes quality and affordability in the city's housing, and diversity and strength in the city's neighborhoods because every New Yorker deserves a safe, affordable place to live in a neighborhood they love.

- We maintain building and resident safety and health.
- We create opportunities for New Yorkers through housing affordability.
- We engage New Yorkers to build and sustain neighborhood strength and diversity.

HPD is entrusted with fulfilling these objectives through the goals and strategies of Housing Our Neighbors: A Blueprint for Housing and Homelessness, Mayor Adams' comprehensive housing framework. To support this important work, the administration has committed \$5 billion in new capital funding, bringing the 10-year planned investment in housing to \$22 billion—the largest in the city's history. This investment, coupled with a commitment to reduce administrative and regulatory barriers, is a multi-pronged strategy to tackle New York City's complex housing crisis, by addressing homelessness and housing instability, promoting economic stability and mobility, increasing homeownership opportunities, improving health and safety, and increasing opportunities for equitable growth.

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## **Your Team:**

Section 8, also known as the Housing Choice Voucher Program, provides federal funding for subsidies for eligible low-income families to rent decent, safe, and affordable housing in a neighborhood of their choice. Families pay a reasonable share of their income toward rent and the subsidy, paid by HPD directly to the landlord which makes up the difference, within specified limits. The unit must also meet federal Housing Quality Standards and will be inspected prior to move in and once annually. HPD administers a few rental subsidy programs. Altogether, HPD serves approximately 40,000 households in all five boroughs. Over 9,000 landlords currently participate in our programs. HPD provides vouchers to families in buildings developed or renovated under certain HPD programs, and to homeless individuals referred to us by Department of Homeless Services and Human Resources Administration providers. The Client and Owner Services Program handle the Client Services, Rent Increase, Owner Services and Moves Units.

## **Your Impact:**

Division of Tenant Resources (DTR) Legal Support Unit reviews and recommends responses to Article 78 petitions, New York City Comptroller claims, reviews legal documents pertaining to legal guardianships and related documents, responds to complex subpoenas, appears in Housing Part of the New York City Civil Court, responds, and assists with inquiries for eviction related matters, and conducts outreach.

As an Agency Attorney L-2, Deputy Director for the DTR, Legal Support Unit, under the direction of the Director, with latitude for independent judgement, initiative and decision making, the selected candidate's responsibilities will include, but not be limited to, the following:

## **Key Responsibilities:**

- Review Article 78 petitions and NYC Comptroller claims, prepare analysis and facts of the case, and recommend course of action
- Assist in preparing legal arguments and documents, such as verified answers, memoranda, etc., in connection with legal proceedings before various courts
- Review and assist in preparing responses for subpoenas and appear in the Housing Part of New York Civil Court as needed
- Research legal issues relating to Section 8 federal regulations and New York State case law

- Review and approve legal documents pertaining to power-of-attorney, legal guardianship of adults and minors, and other legal family related documents
- Review inquiries and legal documents submitted by participants, applicants, landlords and attorneys, recommend action to be taken, prepare responses and work on and monitor for resolution
- Conduct complex conferences with clients and attorneys and ensure compliance with conference agreements
- Liaise with Agency attorneys, New York City litigation counsel and program experts
- Ensure compliance with HUD rules and regulations
- Monitor workflow for court cases, ensure compliance with deadlines, prepare reports and summaries of LSU workload
- Work on and lead special projects
- Supervise staff
- Represent the Director at DTR meetings and with stakeholders in and outside the Agency

***A writing sample will be requested at the time of the interview***

**Preferred Skills:**

- Excellent writing, legal research, and analytical skills
- Excellent interpersonal and communication skills
- Computer knowledge (LexisNexis, Word, Excel and Access)
- Strong Organizational Skills
- Knowledge of Rental Subsidies or Section 8 Subsidy Preferred
- Ability to liaise with DTR experts, HPD Programs, Agency and litigation counsel
- Bilingual a plus

**Additional Information**

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [nyc.gov/student-loans](http://nyc.gov/student-loans).

**How to Apply:**

Please go online and apply at [www.nyc.gov/careers](http://www.nyc.gov/careers) . Search for **JOB ID# 578880**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 578880**

**Salary range for this position is: \$85,000 – \$95,000**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency not required**