

# Deputy Director of Budget for the 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:**

HPD's rental subsidies, including Section 8 or Housing Choice Voucher (HCV) program, provide Federal funding to eligible low-income families for rental assistance toward decent, safe, and affordable housing in a neighborhood of their choice. Families pay approximately 30% of their income toward rent, and the NYC Department of Housing Preservation and Development (HPD) pays the difference, directly to the owner. The unit must have a rent that is determined reasonable and affordable by HPD and must meet federal Housing Quality Standards (HQS) to be approved. At HPD, the program is administered by the Division of Tenant Resources (DTR).

## **Your Impact:**

The selected candidate will serve as the Deputy Director of Budget for the division. The Deputy Director will be responsible for managing, controlling, and reporting on DTR's funding and expenses from the multitude of funding streams used by the division. This includes the HCV, COC, MOD Rehab and NYC15/15 programs; each program having its own unique funding, as well as rules and regulations. The Deputy Director will be responsible for managing the complexities of funding to ensure that both Administrative and Rent Assistance expenses are applied appropriately to the correct funding stream. The Deputy Director will be responsible for coordinating with multiple internal and external stakeholders, including the Budget and Fiscal teams at HPD, as well as City and HUD representatives. The Deputy Director will also monitor and report on the division's administrative expenditure. The Deputy Director will be responsible for monitoring and controlling the invoice payment process for the division, making sure that invoices are paid in a timely manner and communicating with vendors to address issues that may arise. The Deputy Director will assist the Director of Budget in forecasting both Administrative and Rental Assistance expenses and work to ensure that the appropriate funding is in place in the City's Financial Management System (FMS).

## **Your Role:**

- Maintain and prepare reports and statistical analyses relevant for unit operations, performance, compliance, projects, or other initiatives for the Director's review.
- Assist with the creation, design, and implementation of reports in HPD's Business Intelligence and other systems
- Represent the unit in and organize meetings and other communications regarding Budget topics
- Review internal and federal policy changes with the Director and assist in training staff on any changes

- Propose, coordinate, and implement projects to maximize compliance and performance in the unit's operations and portfolios under the oversight of the Director
- Draft and prepare notices, procedure documents, letters, meeting materials, and other correspondence
- Review and respond to inquiries from HPD divisions and other stakeholders
- Coordinate with DTR units and HPD divisions as needed special projects
- Coordinate with IT staff on any reporting requirements and database updates needed for any relevant projects and initiatives
- Monitor and control the invoice payment process.
- Assist with, coordinate, and/or lead other projects as needed

**Preferred skills:**

- Strong proficiency with Microsoft Excel and Access; business intelligence systems experience preferred
- Familiarity with NYC's FMS system preferred
- Strong analytical and detail-oriented aptitude; a high degree of accuracy is required
- Excellent communication and organizational skills
- Proven ability to problem solve
- Ability to transform complex regulations and information into simple procedures
- Must be able to work effectively with minimal supervision
- Ability to learn and adapt to change

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**How to Apply:**

Please go online and apply at [www.nyc.gov/careers](http://www.nyc.gov/careers) . Search for **JOB ID# 571645**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 571645**

**Salary range for this position is: \$75,000 - \$85,000**

**NOTE: Only candidates currently serving in the Administrative Community Relations Specialist title, Associate Staff Analyst title, or a comparable civil service title are eligible to apply. Only those candidates under consideration will be contacted.**

**NYC residency **required****