

In Rem (Foreclosure) Acquisitions Analyst for the Division of Preservation Finance

About the Agency:

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners.

Your Team:

The Office of Development leads the agency's effort in implementing the Mayor's Housing Plan to create or preserve 300,000 units of affordable housing by 2026. This is achieved in close collaboration with HPD colleagues, other City and state agencies, and the New York City Housing Development Corporation (HDC).

The Division of Preservation Finance administers multiple financing programs including the Multifamily Housing Rehabilitation Loan Program (HRP), the Participation Loan Program (PLP), the Housing Preservation Opportunities Program (HPOP), the Green Housing Preservation Program (GHPP), the Primary Prevention Program (PPP), the Third Party Transfer Program (TPT), the Multi-Family Preservation Loan Program (MPLP), the Neighborhood Pillars Program (Pillars), the HUD Multifamily Program (HUD MF), and the LIHTC Portfolio Preservation (Year 15) Program. These programs facilitate the financial and physical viability, as well as affordability of privately-owned multi-family and single-family buildings throughout New York City. The Division plays a key role in implementing the overall preservation strategy for HPD's Office of Development.

Your Impact:

The Division of Preservation Finance seeks an Analyst for the Owner Resource and Stabilization Loan Programs Unit.

Under the direction of the Director, Owners Resource Center, the Analyst will assist the team in the acquisition of properties through the In Rem foreclosure process by identifying potential properties that fit the TPT criteria and assisting with the team's Request for Qualifications process. There will be significant contact with building owners, tenants, and other NYC agencies. The Analyst will also have an opportunity to be involved with program related analysis and policy issues. The position offers the opportunity to learn about affordable housing while acquiring professional skills in a dynamic and collaborative environment.

Your Responsibilities:

Primary responsibilities of the Analyst will include, but not be limited to:

- Managing, analyzing, tracking, and reporting In Rem and Property databases and historical data sets with other City Agencies like Department of Finance (DOF) and Department of Environmental Protection (DEP).
- Acting as a liaison to DOF and DEP. Analyze and track changes to monthly DOF reports to determine accuracy.
- Performing field work by canvassing/site visiting properties in the foreclosure process, prepare building portfolio reports on vacancy and occupied status.
- Performing field inspections requiring the gathering and reporting of data concerning the physical aspects of housing or of building construction or renovation.
- Writing property detail reports including findings of overall building conditions.
- Collaborating with HPD's planning unit to map out clusters of properties. Preparing geographical analysis of the properties and propose potential clustering to the team.
- Attending tenant and community meetings to represent the agency, explain the program, and specific project details.
- Assisting with the preparation of the Request for Qualifications (RFQ) for TPT Rounds which includes scoring and selection of qualified sponsors.
- Working with HPD's internal data-analytics Performance Metrics Analysis, to report information on in rem rounds for both internal and external reports.
- Preparing and presenting PowerPoint presentations for senior staff review.

The Department of Housing Preservation & Development and the City of New York is an equal opportunity employer.

- Assist program with underwriting and modeling.

Preferred Skills

- Knowledge of NYC government, NYC neighborhoods, and housing policies/issues.
- Knowledge of HPD's Multifamily Disposition and Finance Programs.
- Understanding of real estate construction and property management.
- Significant project management and leadership experience.
- Strong follow-through and focus on timely results.
- Excellent analytical and research skills.
- Excellent interpersonal skills.
- Ability to work effectively in collaboration with others.
- Excellent written and verbal communication skills.
- Meticulous, organized, and great attention to detail.
- Proficiency of Microsoft Office, specifically Access, SharePoint, Excel, and PowerPoint.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

How to Apply:

Please go online and apply at <https://www.nyc.gov/careers> . Search for **JOB ID# 531420**

City Employees: Apply through the Employee Self Service portal (ESS) at <https://www.nyc.gov/careers>. Search for **JOB ID# 531420**

Salary range for this position is: \$74,650 - \$85,847

NOTE: Only those candidates under consideration will be contacted.

NYC residency: required