

## Assistant Commissioner, Compliance & Enforcement

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### **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.

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### **Your Team:**

The Office of Development leads the agency's effort to develop affordable housing, through new construction and preservation of existing affordable housing. The Division of Housing Incentives offers tax incentives, tax credits, and zoning bonuses in order to facilitate affordable housing development.

The Division of Tax Credits & Incentives is composed of three units:

- Tax Incentives
- Tax Credits
- Article XI/420-c

### **Your Role:**

As Assistant Commissioner for Tax Credits & Incentives, you will oversee the operations and management of HPD's Tax Incentives programs including the Tax Incentives Unit, Tax Credits Unit and Article/420-c Unit. With guidance from the Associate Commissioner for Housing Incentives, you will lead a team in in the programmatic and policy development and implementation of programs such as Tax Credits, 421-a, J-51, and Article XI/420. The position requires complex collaboration with internal and external stakeholders, expert command of various housing incentive programs and corresponding regulations, significant management acumen, polished communication skills, political savvy and a general high level of executive functioning.

### **Your responsibilities include:**

- Develop, implement and manage overall programmatic policies and procedures related to Tax Credits and Tax Incentive Programs
- Strategically target unit resources to maximize operational efficiencies
  - Advise HPD senior leadership on program opportunities, strategies and vulnerabilities
- Provide senior leadership to a team of ~30 staff at various levels and functions, including analysts and support
  - Oversee hiring, management and training of staff, and implement staff retention and training strategies
  - Directly supervise senior and other staff; conduct performance evaluations
- Policy & Advisory:
  - Refine policies and procedures to strengthen enforcement cases
  - Provide feedback to programmatic partners to strengthen their procedures and operations and prevent future non-compliance
  - Identify and drive opportunities to propose legislation or Rule amendments that strengthen

- enforcement functions
- Develop, improve and implement reporting and analysis tools to optimize operations
  - Improve and manage tracking systems, case management systems and reports
  - Track and analyze compliance and enforcement trends
  - Work with HPD Tech to conceptualize and implement technology systems that will enhance and streamline operations
- Oversee day-to-day operations
  - Direct staff in preparing appropriate legal documents to prosecute violations or revoke benefits
  - Produce on an interim and annual basis, for external and internal audiences, official reports tracking suspensions, revocations, monies recouped and other key production information
  - Oversee internal and external complaint referrals to determine whether sanctions or other penalties such as a revocation of benefits should be imposed
  - Provide regulatory and legal expertise to staff and program partners surrounding enforcement considerations
  - Collaborate productively with Housing Incentives program partners
  - Respond to urgent and non-urgent inquiries from media, elected officials, advocates, program partners, City Hall, HPD leadership and other stakeholders

### **Preferred Skills:**

We are looking for a proven leader, seasoned manager, and experienced litigator with:

- A Master's and at least five years of experience in affordable housing, real estate, tax incentives, policy and development or a similar field
- At least two years' experience managing staff
- Experience with tax or real estate matters is a plus
- Excellent verbal and written communication skills, including the ability to effectively communicate relevant legal concepts to a general audience
- Excellent analytical and research skills, attention to detail, and comfort with a data-driven approach to policy and procedure development
- Strong interpersonal, creative problem-solving and organizational skills
- Proven ability to work productively and collaboratively as part of a team, and to lead a team on complex investigations and enforcement actions
- Excellent judgment and decision-making skills
- Strong facility with Microsoft Office Suite, especially Excel, Word, PowerPoint, Outlook
- Preference will be given to candidates with:
  - experience working for or with government agencies and government programs related to affordable housing compliance
  - knowledge of rent regulations and NYC tax incentives programs

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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# 517543**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 517543**

**Salary range for this position is: \$127,000-\$137,410**

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

NYC residency **required**