

Operations and Administrative Deputy Director for the Division of Preservation Finance

Agency Description:

The New York City Department of 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.

Your Team:

The Office of Development (OOD) leads the agency's effort to create and preserve affordable housing as a critical part of [Housing Our Neighbors: A Blueprint for Housing and Homelessness](#) in collaboration with other HPD offices as well as other city, state and federal agencies. The OOD is comprised of seven divisions that administer a range of programs. These divisions include New Construction Finance, Special Needs Housing, Building and Land Development Services (BLDS), Homeownership Opportunities and Preservation, Preservation Finance, Compliance and Enforcement and Housing Incentives.

The Division of Preservation Finance administers and develops innovative programs that help ensure the stabilization and preservation of affordable housing. The division includes multiple loan, technical assistance and incentive programs that help affordable housing developers, small property owners and limited equity cooperatives finance needed rehabilitation, lead treatment, energy efficiency and water conservation work.

Your Impact:

The Division of Preservation Finance seeks a motivated Deputy Director of Operations and Administration to contribute to the division's efforts to preserve affordable housing. The position will serve a critical role in supporting the divisions hiring efforts as well as plays a key role in supporting the implementation of division operations and activities, including administrative, personnel, budget, policy, and planning initiatives. The Deputy reports to the Director of Operations in Preservation Finance.

Your Responsibilities:

In your role as Deputy, you will provide support to the Director of Operations in divisional management. Responsibilities will be related to operations support in the coordination of affordable housing programs as well as other items including human resources, data tracking, and assisting in other reporting and process items.

The Deputy will provide support to the division, the Director of Operations, and the Chief of Staff in the Office of the Deputy Commissioner by performing duties including, but not limited to:

- Assist with program and divisional Human Resources (HR)/hiring processes by helping to promote available HPD positions and outreaching to prospective candidates to set up interviews and assisting in other discrete HR-related tasks, such as supporting senior staff on participating on interview panels and developing interview questions; liaise with HR and other internal contacts on hiring matters as needed

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

- Lead divisional training and onboarding efforts to ensure resources are available and up to date for new and current staff
- Spearhead the division's recruitment efforts for interns and fellows; coordinate with relevant programs to ensure ideal placements for prospective interns and fellows
- Coordinate division budget needs including City Capital expenditures and forecasting exercises with division senior staff
- Coordinate workplace physical space and technical needs with Director of Operations and liaise with appropriate departments within HPD
- Coordinate and execute special events, meetings, and programs, and managing the scheduling of meeting spaces
- Assist the division by tracking Section 8 applications and statuses
- Support relevant staff with divisional permanent loan conversion needs
- Coordinate the RFP/RFQ process as needed by acting as the RFQ/RFP's point of contact, tracking, and logging submissions and reviewing applications for completeness
- Monitor and oversee the tracking and submission process for Doing Business Data Forms to ensure that projects comply with Local Law 44 per the City's campaign finance reform law
- Assist the Directors of Operations and Chief of Staff with internal and external data requests including inquiries from for profit and not-for-profit partners and government affairs.
- Participate in divisional tracking including operations exercises
- Serve as point of contact for divisional Freedom of Information Law (FOIL) requests and work with appropriate staff to address inquiries
- Working with relevant program and administrative staff, oversee coordination of file/archiving needs, as necessary and retrieval of archived files when requested.
- Perform additional assignments as requested

Preferred Skills:

Candidates must have a strong background in coordinating and organizational skills for a large staff. The ideal candidate will be detailed-oriented, self-motivated and be able to manage multiple projects and meet deadlines. They should have demonstrated experience in a high volume, complex work environment. Candidates must also demonstrate strong organizational skills, possess strong verbal and written communication skills, and demonstrate good judgment and discretion. Candidates with background or demonstrated interest in government and/or human resources and operations management are strongly encouraged to apply. Demonstrated analytical skills and ability to work effectively with others to obtain results promptly are also important. Strong proficiency with Microsoft Office Suites is required.

How to Apply:

Please go online and apply at www.nyc.gov/careers . Search for **JOB ID# 557652**

City Employees: Apply through the Employee Self Service portal (ESS) at www.nyc.gov/ess. Search for **JOB ID# 557652**

Salary range for this position is: \$80,000-\$90,000

NOTE: Only those candidates under consideration will be contacted.

NYC residency required