

# Owner Resource Center (ORC) Program Senior Analyst for the Division of Preservation Finance

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## **About the Agency:**

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.

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## **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 multiple financing programs including the Multifamily Housing Rehabilitation Loan Program (HRP), the Participation Loan Program (PLP), the Housing Preservation Opportunities Program (HPO), the Green Housing Preservation Program (GHPP), the Lead Hazard Reduction and Healthy Homes HUD Multifamily Program (HUD MF), the Third Party Transfer Program (TPT), Multi-Family Preservation Loan Program (MPLP) il, Neighborhood Pillars Program ("Pillars") 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 in support of the Mayor's Blueprint.

## **Your Impact:**

The Division of Preservation Finance seeks a Senior 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).

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

- 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.
- 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.*

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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# 555479**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 555479**

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

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

**NYC residency: required**