



# Homes and Community Renewal

## *Job Opportunities at New York State Homes and Community Renewal*

***Build a career while building a better community. Rewarding careers in Public Service start here!***

### **ASSISTANT COUNSEL**

New York, NY

**New York State Homes and Community Renewal (HCR)** fosters the creation and preservation of high-quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnuskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law, and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical, and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement, and family-friendly policies.

HCR consists of, among other things, several public authorities, and their subsidiaries. They include the State of New York Mortgage Agency, the New York State Housing Finance Agency, and the State of New York Municipal Bond Bank Agency (collectively, the "Agencies"). The Agencies' subsidiaries are the Tobacco Settlement Financing Corporation, the Affordable Housing Corporation, and the Housing Trust Fund Corporation. The duties listed below relate to the work of the Agencies and their subsidiaries and will be undertaken under the direct supervision of the Agencies' Senior Vice President and Counsel and the Agencies' Vice President and Deputy Counsel.

#### **JOB SUMMARY**

The Assistant Counsel will be primarily responsible for the legal work applicable to procurements and contracts of the Agencies and their subsidiaries, that includes, but is not limited to the duties listed below. In addition, to these procurement related duties, the position also involves carrying out such other legal duties as are necessary to be carried in the legal department, at the discretion of the Senior Vice President and Counsel and Deputy Counsel.

- Drafting procurement contracts and procurement contract amendments;
- Updating the Agencies' Standard Clauses for Contracts;
- Providing guidance in the updating of the Agencies' Procurement and Contract Guidelines;
- Updating the Agencies' Lobbying Law Policies in connection with procurements and contracts, when necessary;



## Homes and Community Renewal

### *Job Opportunities at New York State Homes and Community Renewal*

- Reviewing procurement solicitation material;
- Reviewing contract-related board memos and drafting of accompanying resolutions;
- Providing the legal work needed for drafting of contract and procurement policies and procedures;
- Providing legal advice in connection with procurement and contract related legislation, regulations;
- Serving as the legal representative on Agency committees in the review solicitation responses;
- Assisting with legal matters relating to minority and women owned business enterprises and service disabled veteran owned businesses;

#### **QUALIFICATIONS:**

- Knowledge of information technology, contract law degree a plus
- Knowledge of governmental contracts and procurements is required
- Minimum of 3 years of experience in contract law
- Must be admitted to the practice of law in New York State;
- Ability to establish effective working relationships with staff and outside attorneys and consultants
- Ability to work under pressure;
- Excellent oral and written communication skills;
- Strong analytical and organizational skills;
- Record of productivity;
- Demonstrated history of good record of attendance and punctuality.

#### **Personal Attributes:**

- Self-motivated, confident, and able to work effectively with little supervision; takes initiative, makes things happen, accepts accountability, and has a “can do” attitude
- A strong value system, excellent judgment, unquestioned integrity
- Ambitious, confident, and professional
- High energy
- Ability to accept constructive criticism

This job description is not intended to be all-inclusive, and the employee will be expected to perform other reasonably related duties as assigned.

#### **What we offer:**

- Exciting opportunity to be part of New York’s resurgence to greatness.
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits.
- Promotional opportunity for dedicated professionals.



## Homes and Community Renewal

### ***Job Opportunities at New York State Homes and Community Renewal***

All internal SONYMA/HFA/AHC employees (only) are directed to apply via  
[internalcandidates@hcr.ny.gov](mailto:internalcandidates@hcr.ny.gov)

**Please Include your name in the subject line**

**[TO APPLY, CLICK HERE](#)**

**Applicants must include resume and cover letter**

New York State is an Equal Opportunity Employer  
(EOE)