

City of New York
DEPT. OF HOMELESS SERVICES
Job Posting Notice

Civil Service Title: ADMINISTRATIVE REAL PROPERTY MANAGER	Level: M1
Title Code No: 10047	Salary: \$65,000.00/\$65,000.00-\$80,000.00 Frequency: ANNUAL
Title Classification: Competitive	CPS 071-19-0579 RC 7170
Business Title: REAL ESTATE MANAGER	Work Location: 33 Beaver St, New York NY 10004
Division/Work Unit: DHS CPD	Number of Positions: 1
Job ID: 354641	Hours/Shift: Monday - Friday 9:00 am 5:00 pm

Job Description

The Department of Homeless Services (DHS) is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City. As it engages in this mission, DHS employs a variety of innovative strategies to help families and individuals successfully exit shelter and return to self-sufficiency as quickly as possible.

The Division of Capacity Planning and Development is responsible for procuring new shelter development for single adults, adult families, and families with children. CPD collaborates closely with providers, landlords and developers in myriad phases of emergency, mid-term and long-term siting, as well as the procurement and contracting for new shelter locations. CPD will also be looking to bring on purpose build shelters and expand existing shelter capacity through the rehabilitation of existing sites. Projects may include acquisition of buildings for rehabilitation, or new construction sites involving ground-up construction. Projects may have a mixed-use component involving the additional construction of affordable housing with a shelter.

CPD is currently looking to fill (1) position to function as a Real Estate Manager. Under guidance from the Assistant Commissioner for Purpose Built Shelter, the candidate's job responsibilities will include, but not be limited to:

1. Review and analysis of project proposals (including zoning analysis, development budget analysis, review for compliance with most current guidelines on shelter design, and analysis of project compliance for rules & regulations governing shelters).
2. Review and analysis of Request for Proposals ("RFPs") and other competitive processes for potential site designation and shelter operating contracts.
3. Perform financial analysis and develop real estate pro formas.
4. Manage, monitor, and track all aspects of project development from site proposals, pre-development, contract execution, construction finance closing, construction, and shelter opening.
5. Work closely with DHS internal divisions including budget, facilities & logistics, legal, programs, and contracts, and other City agencies, including OMB, HPD, DOB, and FDNY to get a project from designation to opening.
6. Interact directly with external stakeholders, including developers, shelter operators, and lenders involved in the development of shelters.
7. Articulate and negotiate business terms to advance agency goals and policies.
8. Perform site visits to assess project feasibility, project construction, and project opening.
9. Prepare, maintain, and circulate written correspondences, reports, memos, and analysis regarding all assigned projects.
10. Generate internal reports and trackers to update internal and external stakeholders.

Minimum Qualification Requirements

1. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time, progressively responsible experience in real property management, at least 18 months of which must have been in a managerial capacity involving the supervision of a large staff of property management agents and/or housing development specialists and requiring independent decision-making concerning program management or planning, allocation of resources and the scheduling and assignment of work.

"Progressively responsible experience" must be demonstrated by a work history of promotions and/or assumption of increasingly

responsible duties and assignments. Experience in building construction or renovation; management of residential, commercial, industrial, or waterfront properties, including both renting and operating; or site management in connection with housing or with reconstruction/rehabilitation projects; supervision of receivership, tenant relocation and anti-abandonment work in housing and other properties, and buildings owned, managed, to be acquired by the City, or at risk of being abandoned; or building maintenance will be accepted up to a maximum of three years toward meeting the general requirements; or

2. A baccalaureate degree from an accredited college and four years of experience described in "1" above, including eighteen months of experience in managerial capacity; or

3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must have eighteen months of managerial experience. Education at an accredited college or university may be substituted for general work experience (but not for the 18 months of managerial experience described above) at the rate of 60 college semester credits for one year of acceptable experience up to a maximum of 4 years of college for 2 years of experience.

To be acceptable, experience in property management must have included both renting and operating the managed properties. Experience in renting must have included interviewing prospective tenants, qualifying tenants' income and background, and/or assuring that vacancies are ready for occupancy. Experience in operating must have included overseeing maintenance and repair of building operating systems, and overseeing staff to assure that necessary work is properly completed.

To be acceptable, experience in site management must have included on-site rental and maintenance of buildings.

To be acceptable, experience in relocation must have included negotiation with tenants to surrender leases for cash consideration or for an alternative site, and determining tenant eligibility for benefits.

Preferred Skills

- Some knowledge and/or work experience in real estate development in New York City, including real estate finance, real estate law, property management, architecture, permitting & approvals, construction, zoning, planning, and public approvals processes.
- Advanced experience utilizing and developing complex Excel spreadsheets is strongly preferred.
- Demonstrated ability to implement and track long-term projects, meet multiple internal/external deadlines, and manage multiple projects independently.
- Excellent verbal and written communication and interpersonal skills, strong analytical, organizational, and quantitative skills, detail oriented, and self-motivated.
- Preference will be given to candidates with familiarity working for or with government agencies and government programs, particularly those with an interest in the issue of homelessness.
- Candidates with Masters in Urban Planning, Real Estate Finance, Real Estate Development, Business Administration, Public Administration, or related fields are strongly preferred

Additional Information

****LOAN FORGIVENESS** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DSS/HRA/DHS qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the programs other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <http://www1.nyc.gov/jobs>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Posting Date: 07/20/2018

Post Until: 05/24/2019

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