

**The Governor's Office of Storm Recovery
Job Description**

Title: Director of Policy
Department: Legal/Policy
Reports to: General Counsel
Direct Reports: Senior Policy Analyst
Effective: October 2014

POSITION SUMMARY:

The Governor's Office of Storm Recovery (GOSR) seeks a Director of Policy to guide the formulation of program and organizational policies in compliance with HUD's Community Development Block Grant Disaster Recovery (CBDG-DR) funding and to promote the overall strategic and operational responsibility for Policy across all of GOSR's programs. The Director is a member of the executive team which drives the overall strategy for the organization and represents the Governor's Office of Storm Recovery. This position is responsible for leading the design and implementation of high level policy changes, implementation of a cross-program policy-change strategy, and will manage the partnership between GOSR and HUD CPD staff regarding Policy decisions, program leadership and management.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Supervise policy staff
- Enhance, flesh out, and implement organizational policy vision as established in GOSR's Action Plan
- Attract, develop, coach, and retain high-performing policy team members, empowering them to elevate their level of responsibility, span of control, and performance
- Work with staff to develop systems to ensure consistent, high-quality project management
- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and supporting staff during organizational growth
- Work collaboratively with program teams to ensure program policies and procedures are in compliance with HUD CDBG regulations and other federal cross-cutting requirements
- Use prior experience and knowledge to inform programs of policies and best practices of other CDBG and/or other applicable federal programs
- Manage and coordinate all written correspondence with HUD including monitoring responses (both HUD Office of Inspector General (OIG) responses and HUD Office of Community Planning and Development (CPD) responses)
- Coordinate, draft and edit Action Plan Amendments
- Coordinate development and maintenance of policy and procedures manuals across programs and organization
- Coordinate and draft policies based on HUD guidance, as necessary

- Coordinate and draft regulatory waiver requests on behalf of GOSR
- Manage the partnership between GOSR and HUD CPD staff
- Coordinate Technical Assistance and Monitoring visits
- Facilitate weekly HUD meetings
- Develop training on HUD CDBG-DR
- Work closely with legal and compliance and monitoring teams to develop protocols to determine program effectiveness, and assist in the development of solutions to address program concerns
- Work closely with legal, compliance and monitoring, and finance teams to assist in the development of programs and to assess the impact of all policy decisions on GOSR operations
- Advise the Executive and Senior Leadership Teams on progress and developments in policy areas

QUALIFICATIONS:

- A JD, master's degree (or equivalent) in public policy, or related field
- General knowledge of all federal recovery programs and how they interact with the CDBG-DR allocation to ensure the most effective use of the GOSR's CDBG-DR allocation
- A minimum of ten years' experience in government, project management, grants management and or other organizational management level position
- Strong written and verbal communication skills. Ability to be a persuasive and polished communicator with excellent interpersonal and multidisciplinary project skills.
- Demonstrated ability to work flexibly and collaboratively with internal as well as external partners and other organizations.
- Experience supervising programs and staff
- Experience, or at least familiarity, working with HUD or other government staff
- Ability to work in a fast paced environment with high work volume
- Proven success in creative problem solving and knowledge and experience working on government-administered programs
- Experience with Community Development Block Grant (CDBG) or other HUD programs preferred; experience with CDBG in the context of disaster recovery preferred (CDBG-DR)
- Demonstrated passion for GOSR's mission and commitment to working collaboratively with the executive staff and a management team of senior professionals
- Ability to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are

responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision. The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.