

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

Title: Senior Program Manager

Department: NY Rising Community Reconstruction Program – New York City

Reports to: Director, NY Rising Community Reconstruction Program

Direct Report: None

Position Summary

The Senior Program Manager plays a critical role in coordinating the implementation of the Community Reconstruction program in its implementation phase. The Senior Program Manager liaises with subrecipients to coordinate the implementation of projects proposed through the Community Reconstruction planning process. The Senior Program Manager will work closely with program senior staff, State and consulting planning experts, and local, State, and Federal officials.

Responsibilities include, but are not limited to the following:

- Managing the implementation of projects developed through the Community Reconstruction planning process.
- Developing project schedules and working with local-government, non-profit, and state agency subrecipients to ensure that project schedules are maintained.
- Reviewing project deliverables and hold subrecipients accountable to deliverable deadlines.
- Assisting in the review of subrecipient procurement materials and other records.
- Reviewing key program documents which include but are not limited to project pre-applications, applications for funding, subrecipient agreements, and amendments to agreements.
- Reviewing and approving subrecipient requests for payment.
- Managing project coordination consultants and leveraging consultant resources to help ensure that all Community Reconstruction projects are implemented in compliance with State and Federal rules and GOSR requirements.
- Providing technical assistance to subrecipients as necessary.
- Coordinating with GOSR support teams and programs, including infrastructure, finance, legal, policy, monitoring and compliance, diversity and civil rights, and procurement and contract administration.
- Briefing GOSR senior and executive staff on project and program status as necessary.
- Coordinating public engagement events during the implementation process as necessary and keep Planning Committees and the general public updates on program progress.
- Providing technical assistance to grassroots Community Reconstruction planning committees
- Working closely with program staff to manage consultants.
- Solving problems and adapt to changing circumstances to ensure program success.
- Liaising with the Dormitory Authority of the State of New York (DASNY) and other state agencies to assure the successful completion of projects.
- Initiating and support inter-agency and intergovernmental dialogue to support program implementation.

- Supervising the work of administrative assistants and junior Community Reconstruction team members.

Minimum Qualifications:

- Must be NYS resident or able to relocate to NYS
- Bachelor's degree and three years of professional work experience in community development, government, public policy, urban planning, or other relevant field
- Exceptional written and oral communication skills, including public speaking
- Deep understanding of local, State, and Federal political and regulatory landscape
- Demonstrated experience building relationships with key stakeholder groups, with a strong preference for this experience within assigned region
- Strong interpersonal skills and the desire to work both collaboratively and independently
- Ability to think creatively and manage multiple projects in fast-paced, deadline-driven environment
- Strong computer skills: Internet-research experience and knowledge of Word, Excel, and PowerPoint

Please submit a resume and letter of interest to Von Steven at Von.Steven@stormrecovery.ny.gov