

## Deputy Commissioner, Housing and Refugee Services

**Announcement Posted:**

2/19/2026

**Responses must be hand delivered or postmarked by:**

3/20/2026

**Salary Range:**

\$156,757 - \$197,170

**Location:**

40 North Pearl Street  
Albany, NY 12243

**Grade:**

NS (Equated to M-6, Management/Confidential)

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

The candidate must possess a bachelor's degree and have nine years (9) of relevant experience within human services management (either government and/or not-for-profit entities).\*

*\* Substitutions: Four (4) years of additional relevant specialized experience OR associate degree and two years of additional relevant experience may be substituted for bachelor's degree. J.D. or master's degree may substitute for one year of relevant experience.*

Preferred experience includes:

- At least four (4) years of experience in a managerial capacity
- At least four (4) years of overseeing contracts with governmental organizations and/or not-for-profit entities
- Experience managing many staff in a manner that promotes quality outcomes and a positive work environment
- Demonstrated ability to manage a diverse portfolio and to lead teams in a manner that results in the timely delivery of quality services
- Ability to obtain and analyze information from various sources and make appropriate decisions
- Strong communications skills, both oral and written
- Demonstrated experience in working collaboratively across systems to achieve client-focused outcomes
- Substantial experience in overseeing/administering housing programs for low-income households and those experiencing homeless

- Knowledge of federal Housing and Urban Development (HUD) programs and policies, as well as HUD's Continuum of Care model and service coordination requirements
- Familiarity with federal Office of Refugee Resettlement (ORR) programs and policies

### **Duties of Position:**

Reporting to the Commissioner for the Office of Temporary and Disability Assistance (OTDA), the incumbent will learn to direct all matters of policy and management of the Bureau of Housing and Support Services and the Bureau of Refugee Services. The incumbent will serve as the principal advisor regarding programs and initiatives related to housing and services for people experiencing homelessness and services for refugees, among other duties. The Division has a staff of approximately 70 and oversees over 950 contracts.

Duties of this position include, but are not limited to:

- Provide organizational leadership to ensure successful implementation of OTDA's oversight role regarding homeless and refugee services by districts and OTDA contractors, as well as OTDA's related direct services functions. Responsible for ensuring the Division's work products are of high quality and completed in a timely manner.
- Establish goals and objectives for each Bureau, regularly assessing programs, and making course corrections as needed.
- Keep the Commissioner's Office informed of critical deadlines, work of the Division and emerging issues.
- Develop and implement recommendations for policies and program initiatives to increase access to housing and assist formerly homeless persons in achieving and maintaining housing stability.
- Develop and implement recommendations to assist refugees and those of a similar immigration status in acquiring the resources and skills needed to become fully integrated into local communities within New York State.
- Develop and implement procedures and services to identify and support victims of human trafficking.
- Implement, and develop as needed, procedures for staff training, program review and evaluations, program audits, and correspondence and assignment tracking.
- Support and assist program managers with program oversight, staff supervision and staff development.
- Assist in establishing internal controls and regularly evaluate compliance.
- Provide oversight for program management to develop procurements, make funding decisions, develop contracts with not-for-profit agencies and local social services districts, and provide contract monitoring and management.
- Provide guidance to the Homeless Housing and Assistance Program (HHAP) in its procurement, funding determinations, and reporting functions as required by the Homeless Housing and Assistance Corporation Board of Directors and authorizing legislation.
- Work with the Division of Shelter Oversight and Compliance (DSOC) and the Division of Employment and Income Supports (EISP) to develop a coherent and coordinated agency strategy for addressing homelessness.

- Work collaboratively with other agency divisions and bureaus to ensure that the needs of people experiencing homelessness, as well as refugees, are taken into consideration in the development of agency policies and procedures. Ensure that actions taken by staff are consistent with these policies and procedures.
- Work collaboratively with local social services districts to ensure compliance with State requirements to support the effective provision of services statewide. Identify when correction action is needed and secure program compliance.
- Develop strategies for obtaining input from local social services districts, not-for-profit providers, and people with lived experience to facilitate relevant program development that is equitable and inclusive.
- Coordinate activities with those of other state agencies to facilitate integration of policy and program development.
- Ensure that state and federally funded programs meet contractual obligations and program goals. Oversee submission of required applications for programs and funding as well as required outcome reports.
- Keep informed on relevant best practices and evidence-based policies and practices utilized by other states and contribute to national dialogues about homelessness and housing, as well as services for refugees.
- Serve on interagency taskforces and other collaborative endeavors as appointed by the Commissioner.
- Represent the Commissioner in meetings with members of the legislature, federal, state, and local district leaders relative to programs and initiatives.

### **Working for New York State:**

As a New York State employee, you are afforded great fringe benefits totaling in excess of 60% of your salary. Our comprehensive package includes:

- Health care coverage with provisions for hospitalization, medical/surgical coverage, prescription drug benefits, dental, and vision;
- Generous vacation, personal, and sick leave benefits;
- Up to thirteen paid holidays per calendar year;
- Pre-Tax Health Care;
- Voluntary enrollment in deferred compensation plans;
- Access to financial assistance for further career-related study;
- Membership in the New York State Retirement System
- Paid Parental Leave
- Employee Assistance Program (EAP)

### **Conditions of Employment:**

A full-time, exempt appointment will be made. A background check and fingerprinting of the selected candidate will be required. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

**Remarks:**

- **Candidates should reference posting #26-024 when submitting your application.**
- **If submitting electronically, please reference posting #26-024 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.