

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

**Title:** Program Manager/Senior Program Manager  
**Department:** Community Reconstruction and Infrastructure Programs  
**Location:** Long Island, NY

**Organization Summary**

The New York State Governor's Office of Storm Recovery (GOSR) coordinates and implements New York State's disaster recovery programs in response to damages sustained by Super Storms Sandy, Irene and Lee. GOSR provides funding and grants for housing, small businesses, infrastructure and community planning.

**Position Summary**

The Program Manager/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.
- For Senior Program Manager, supervising the work of administrative assistants and junior Community Reconstruction team members.

**Minimum Qualifications:**

- Bachelor's degree and one year of professional work experience for Program Manager, three years for Senior Program Manager 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

Interested candidates should email cover letter and current resume to the attention of Jeanmarie Buffett at [Jeanmarie.Buffett@stormrecovery.ny.gov](mailto:Jeanmarie.Buffett@stormrecovery.ny.gov)