

STATE OF NEW YORK  
DIVISION OF MILITARY AND NAVAL AFFAIRS  
330 OLD NISKAYUNA ROAD  
LATHAM, NEW YORK 12110

**VACANCY ANNOUNCEMENT #22-04A**

**REPOST – PREVIOUS APPLICANTS DO NOT NEED TO REAPPLY FOR CONSIDERATION**

**CLOSING DATE: CONTINUAL UNTIL FILLED. (RESUME REVIEW TO BEGIN JUNE 22, 2022)**

This position is not in the Classified Service of New York State, but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

**POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.**

Title:	Administrative Assistant 2
Location:	New York State Division of Military and Naval Affairs (DMNA):  Latham Headquarters – number of vacancies – 1
Salary Grade:	Management/Confidential (M/C) N/S
Salary Range:	Expected within: \$52,608 - \$56,000
Duties and Responsibilities:	<p>The Administrative Assistant 2 works under the supervision of the Plant Superintendent C or other appropriate professional or administrative staff. They are expected to interpret and apply various policies, procedures, laws, rules, regulations, and guidelines. With the assignment at the Latham Headquarters, this position will have significant duties and responsibilities involving financial, analytical, purchasing and contracting tasks related to the facilities maintenance department. In addition, this position will have significant oversight of the Security Services Assistant program. This will require significant attention to detail and organizational skills.</p> <p>Under the direct supervision of their supervisor, the Administrative Assistants must exercise considerable professionalism and independence in the performance and prioritization of assigned tasks. Administrative Assistants must prepare written summaries, reports and other correspondence in support of their specific program assignments.</p> <p>Incumbents perform a variety of assignments that are of moderate difficulty and responsibility; and must independently determine the needs and priorities of supported program. Flexibility in completing</p>

duties is essential as supervisors and agency mission operations regularly change.

The Administrative Assistant 2 will perform all duties and responsibilities of the Administrative Assistant 1 and are typically considered as second-level supervisors and will provide a full range of supervision to assigned subordinate staff. The Administrative Assistant 2 will perform duties for a large multifaceted program/directorate that have a wide range of responsibilities. The Administrative Assistant 2 is expected to work under broad guidelines, select the best course of action from a number of alternatives, and set their own priorities based on a review of the work to be performed and their knowledge of the program and office procedures.

In addition to the above, responsibilities may include but are not limited to the following:

- Assigns work to staff; schedules work flow; establishes work performance standards; reviews work performance and production; determines the nature of problems and takes appropriate corrective action.
- Ensures subordinate staff is adequately trained and provided tools to complete assignments.
- May participate in the hiring process for subordinate staff.

The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The position may report to state and/or federal supervisory personnel. This position is management/ confidential and is not covered under labor contract provisions within the DMNA.

Responsibilities may include, but are not limited to the following:

- Will supervise the security program at the Latham Headquarters including all Security Services Assistants (SSA).
- Establish work procedures, schedules, and track daily work assignments for SSAs.
- Provide training and orientation to new staff.
- As necessary, assist in building entry security desk coverage.
- Will assist with various activities associated with the different directorates, especially those in the Budget and Finance units – purchasing, procurement, budgeting, and financial management/reimbursement.
- Will assist with the reconciliation of various records to include credit cards, purchasing, travel and other documentation.
- Will assist with the coordination, development and oversight of service contracts – working with vendors, supervisor and budgeting. Dependent on assignment, this may include assistance in non-military use (NMU) contracts and event coordination.

- Will be required to work with and maintain records associated with or perform data entry for various data systems (state and federal) such as the Statewide Financial System (SFS), Leave and Accrual Tracking System (LATS), Statewide Learning and Management System (SLMS) and Maintenance Connection (MC software), a work order program, etc.
- Maintains schedules for the use of classrooms, auditorium, and drill shed.
- Coordinates leases for facility use by other State agencies, colleges, the public, and other organizations as required.
- Develops and disseminates facility maintenance plans, security measures, parking arrangements, and emergency procedures.
- Frequent verbal and written communication with a variety of individuals, including supervisors, or other program and administrative staff, and entities outside the agency.
- Preparation and review of written communication which may be in the form of general correspondence, reports, charts, presentations or electronic-mail (e-mail). The frequency and type of communication is determined by the requirements of each assigned program.
- May provide proofreading and formatting assistance on various departmental documents and communications.
- Assist in reviewing, designing, revising and controlling agency forms; as well as policy and procedures manuals related to directorate.
- Develop and implement methods of data analysis and tabulations of data for analysis. Draw conclusions from analyzed data and recommend action based on results of data. Prepare tables, charts, and reports to describe the analysis and document procedures and analytical methods.
- Assist in preparing short-term and long-range work objectives and goals. Assist in the review, evaluation, and analysis of a variety of reports and records specific to the assignment.
- May assist in the compilation of data to be used in the preparation and analysis of agency budgetary submissions.
- Within established guidelines may assist in the monitoring of agency revenues and expenditures.
- May assist in personnel transactions such as position classification activities, the compilation of data and preparation of transmittal correspondence.
- Compile background information for investigations, examinations and hearings.
- Will be required to attend meetings and maintain notes and records from attendance.
- May be trained in and assigned to coordinate the **automated external defibrillator (AED)** program in assigned area.
- May assist in maintaining inventory records and requirements such as equipment, other assets and real property.
- Will be required to interact with and have frequent verbal, written and in-person communication with many departments and individuals including state and military personnel and supervisors.
- Will complete and attend training as required.
- May have to travel via various modes of transportation to meet job requirements.

	<ul style="list-style-type: none"> <li>• May train and supervise staff.</li> <li>• Schedule adjustments may periodically be required.</li> <li>• Additional hours may periodically be required.</li> <li>• Other duties as assigned.</li> </ul>
<p>Job Requirements:</p>	<ul style="list-style-type: none"> <li>• Must be proficient in Microsoft Office Suite.</li> <li>• Must have strong organizational skills.</li> <li>• Ability to perform tasks with minimal supervision.</li> <li>• Experience in multi-tasking and prioritizing multiple deadlines.</li> <li>• Strong written and verbal communication skills.</li> <li>• Ability to prepare written material in a clear and concise form.</li> <li>• Ability to train and supervise subordinates and other staff.</li> <li>• Ability to work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction.</li> <li>• Will be required to appropriately handle and manage confidential information.</li> <li>• Ability to interact well with different groups of people, including co-workers, management, both Federal and State personnel and the public.</li> <li>• Ability to read and write in English.</li> <li>• Demonstrate reliability and trustworthiness.</li> </ul> <p><b>Additional Preferred Knowledge, Skills and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Federal, State and local agency operations and policies – especially related to purchasing and procurement.</li> <li>• Experience with the SFS program and procedures.</li> <li>• Experience with the Work Order programs and procedures</li> <li>• Experience with the lease and rental programs and procedures.</li> <li>• Supervisory experience.</li> </ul> <p><b><u>JOB REQUIREMENTS (Administrative Assistant 2)</u></b></p> <ul style="list-style-type: none"> <li>• Ability to supervise and train subordinate staff.</li> <li>• Provide consultation and input on complex policies, procedures and best practices</li> <li>• Must be able to compile, reconcile and prepare complex documentation such as financial and budgetary data worksheets</li> </ul>
<p>Minimum Qualifications:</p>	<p>Associate's degree or higher from a regionally accredited college or university in Business Administration, Accounting, Finance, or similar field of study, plus two (2) years of experience in an office administrative position in which some duties included accounting, bookkeeping, data gathering and analysis in relation to numbers or money, tabulations and calculations or similar duties and responsibilities.**</p> <p style="text-align: center;"><b>OR</b></p> <p>Four (4) years of experience in an office administrative position in which some duties included accounting, bookkeeping, data gathering and analysis in relation to numbers or money, tabulations and calculations or</p>

similar duties and responsibilities. One (1) year of the qualifying experience must include some supervisory responsibilities.\*

**AND**

Must be at least 18 years old and have a High School Diploma or GED.

Must be able to read and write in English.

Must be proficient in and able to independently use Microsoft Office software – MSWord and Excel. Ability to use PowerPoint and/or Access also preferred.\*\*

Must possess a valid driver's license to operate a motor vehicle in the State of New York. Must report any changes to supervisory chain and State Human Resources (MNHS).

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS and the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments. \*\*

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required – especially at Air Bases when flight line access requires SECRET.

\* Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate direct relevance and comparable combined years of experience/education to the job duties and abilities noted above.

\*\* Should related systems, regulations, procedures and requirements change, additional training and/or certifications may be required.

At all times, the employee MUST maintain minimum standards in accordance with current , and as amended, agency, statutory and NGB requirements and directives; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Management for any further information regarding the position requirements.

<p>How to Apply:</p>	<p>To be considered for interview, submit a cover letter and resume. <b>In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.</b> <u>Ensure to clearly note how you meet the minimum qualifications for the position.</u> Please be certain to note your specific license or certification to meet requirements.</p> <p>If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.</p> <p><b>Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.</b></p> <p>E-mail to: ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil  FAX to: (518) 786-4969  For Questions: (518) 786-4830</p> <p>Mail to:  New York State Division of Military and Naval Affairs  State Human Resources Management  330 Old Niskayuna Road  Latham, New York 12110-3514  Attn: Classifications</p> <p><b>POSITION WILL BE POSTED UNTIL FILLED.</b></p> <p><b>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</b></p>
<p>Subject of Interview:</p>	<p>ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.</p> <p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
<p>POSTED: JUNE 7, 2022</p>	

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