

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

VACANCY ANNOUNCEMENT #22-66

CLOSING DATE: CONTINUAL UNTIL FILLED.

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:	Chief, Engineering Resources Management Branch
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters – Directorate of Facilities Management and Engineering - number of vacancies – 1
Salary Grade:	Management/Confidential (MC) NS
Salary Range:	Anticipated Salary Range-\$85,000-\$92,000 annually.
Duties and Responsibilities:	<p>The incumbent of this position will report to the Director of Facilities Management and Engineering (MNFE), serving as the Resource Management Branch Chief and principle staff advisor for all aspects of financial information for armory and non-armory facilities. Under the direction of the Director and Deputy Director, or appropriate designee, provides input to and reviews staff recommendations regarding capital improvements, federal and state operating budgets, and forwards to higher level leadership for final approval. Obtains state and federal funding authorizations and administers federally funded programs, including processing funding, project, and program amendments for approval by federal agencies and conducts fiscal constraint analyses required to maintain and justify federal funding. Monitors capital construction encumbrances, contract lettings, and expenditures to ensure compliance with National Guard Bureau (NGB) and Department of the Army (DA) Guidelines, management goals, and contract obligation targets while providing technical and policy guidance to staff about the capital construction and related programs. Reviews capital construction program evaluation criteria prepared by staff; identifies project related cost, schedule, and funding source changes that affect programs, and recommends modifications to resolve those problems. Develops systems, methods, and techniques for management control and evaluation of capital programs and projects; and supervises professional and support staff.</p> <p>The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and</p>

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.

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

- Serves as Branch Chief supervising individuals responsible for capital construction and various federal and state funded Operations and Maintenance (O&M) programs.
- Coordinates closely with other program managers who are also responsible for program and contract execution to ensure fiscal plans are submitted, executed and managed within the various state and federal guidelines.
- Responsible to coordinate and format the agency's capital construction budget submission, maintain and update the 5 Year Plan, as well as maintain an annual Cash Expenditure Plan.
- Develops and implements program for accounting in accordance with the Division of Budget (DOB), Office of State Comptroller (OSC) and United States Property and Fiscal Office (USP&FO) guidelines.
- Coordinates with program managers and state and federal fiscal offices within the agency to assure optimum utilization of available funds, and that allocation, obligation and expenditure plans are submitted as necessary.
- Develops program to ensure federal grants are available to support cooperative agreement requirements, and in turn ensure coordination of federal reimbursement for each capital project and O&M program activity, including environmental programs.
- Analyzes and oversees base operations and maintenance programs, projects and personnel to ensure appropriate scheduling and completion of essential requirements within limits of fiscal plan.
- Coordinates all federal-state agreement activity within the directorate, and with related state and federal fiscal offices. Include quarterly updates and other various submissions to the NGB that will be coordinated through the program managers.
- With applicable program managers, prepares for submission to NGB all O&M Army National Guard (ARNG) facilities matters and environmental programs such as budgets, quarterly reviews, minor programs, etc. Coordinates state contracting requirements with state fiscal office and DOB as necessary.
- Will complete and attend training as required.
- Periodic overtime may be required.
- Periodic travel will be required using various modes of transportation.
- Performs various other duties as assigned and needed to accomplish unit and agency objectives.

Job Requirements:

- Must be very familiar with and able to use commonly utilized software programs such as Microsoft Word, Excel, electronic mail (e-mail) and

internet searches.

- Must have good verbal and written communication skills; be able to clearly and concisely prepare written documentation.
- Ability to read and write in English.
- Ability to work independently with minimal supervision as well as with other individuals in a project/team setting.
- Ability to get along with and interact well with different groups of people, including co-workers, management, both Federal and State personnel, and the public.
- Ability to prioritize assignments and be productive in a fast-paced, multi-faceted work environment.
- Ability to work with data and information with attention to detail and minimize errors.
- Must be able to supervise and train subordinate personnel.
- Must be able to assign work and projects and ensure proper compliance with policies and procedures.
- Must be able to compile, reconcile and prepare complex documentation such as financial and budgetary data worksheets.
- Must be able to work with confidential data in a responsible and professional manner to include payroll and benefits information.
- Preferably have working knowledge of state and federal accounting systems and principals.
- Demonstrate reliability and trustworthiness.
- Attends and completes additional training as required.
- Periodic travel will be required using various modes of transportation.
- May require schedule adjustments and extra hours to meet operational needs.
- Other duties as assigned.

Minimum Qualifications:

Bachelor's Degree from a regionally accredited college or university, plus three (3) years of full time experience in fiscal planning for facilities operations, engineering or related field.

OR

Associate's degree from a regionally accredited college or university, plus five (5) years of full time experience in fiscal planning for facilities operations, engineering or related field.

AND

Knowledge of project management; project coordination to include change orders, specifications, contracts and scheduling; and a demonstrated capability to establish good relationships in a diverse environment.*

AND

Must be at least 18 years of age and have a high school diploma or GED.

Must be proficient in Microsoft Office Suite.

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).

May be required to acquire and maintain a military driver's license to operate military vehicles and equipment in accordance with NGB standards to include medical evaluation requirements – current and as amended.

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS, GFEB and the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments. Should related regulations, procedures and requirements change, additional training and/or certifications may be required.

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.

*Military experience (education and/or work) may be considered, however, candidate must demonstrate direct relevance to the job duties and abilities noted above and combine to at least eight (8) years of credits and experience.

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.

How to Apply:

To be considered for interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.** Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note your specific license or certification to meet requirements.

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.

Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.

E-mail to: ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil

FAX to: (518) 786-4969

Questions: (518) 786-4830

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

POSITION WILL BE POSTED UNTIL FILLED.

VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.

Subject of
Interview:

ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.

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.

POSTED: OCTOBER 25, 2022

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New York State is an Equal Opportunity/Affirmative Action Employer.