

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

VACANCY ANNOUNCEMENT #24-49

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:	Plans and Programming Manager
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters: <ul style="list-style-type: none"> • Directorate of Facilities and Engineering (MNFE) – (1 vacancy)
Salary Grade:	SG-23
Salary Range:	Current Start Rate: \$88,800* Job Rate: \$106,454 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>Under the supervision of the Construction and Facilities Management Officer (CFMO), or other appropriate supervision the Plans and Programming Manager is responsible for the management of all real property in the New York Army National Guard (NYARNG). They are responsible for ensuring real property assets meet current mission requirements. They are also involved in the State Long Range Construction Plan (LRCP) and assess and provide feedback as to whether the necessary real property is available to accomplish the plan, or if current real property assets will need to be modified, moved or constructed to meet those needs.</p> <p>The position performs responsibilities in accordance with all statutory, agency and labor contract requirements and where applicable, in accordance with National Guard Bureau (NGB) standards, specifically those requirements of the Master Cooperative Agreement between NGB and DMNA – current and as amended for all. The position may report to state and/or federal supervisory personnel.</p> <p>Responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none"> • Manages all NYARNG real property.

- Responsible for the development of the Real Property Development Plan (RPDP) to include land, building, equipment, supplies and staffing requirements to support NYARNG missions.
- Executes the acquisition, management and termination of real property assets.
- Maintains Facility Inventory and Support Plan (FISP), Army Stationing and Inventory Plan (ASIP) and other real property inventories.
- Validates real property quantities and serviceability.
- Manages, updates and prepares real property accountability documentation for use by the CFMO, Director of Facilities Management and Engineering (MNFE) and the Adjutant General.
- Assists in the execution of project planning and programming activities.
- Supports the development and integration of installation real property and facility requirements.
- Establishes and maintains the master plan and the land use plan to include associated briefings, reports and liaison with local communities.
- Establishes and maintains installation guides
- Confirms accuracy of RPLANS data and edits as required.
- Assists with planning and program management activities.
- Ensures environmental assessment of the master plan is coordinated and updated.
- Assists with establishing the use of supporting automated master planning tools.
- Prepares planning and programming documentation for Military Construction/Sustainment Restoration and Modernization (MILCON/SRM) projects for the NYARNG.
- Prepares project documentation for new construction, renovations and improvements for real property facilities projects, to include conceptual planning and programming of total requirements for maintenance, repair and construction of facilities.
- Develops Operation and Maintenance (O&M) projects in the Planning Resource for Infrastructure Development and Evaluation (PRIDE) System and updates the information throughout project duration/completion.
- Manages and maintains the LRCP project information through PRIDE system.
- Collaborates with state sources and develops near and long-term goals for installations and facilities.
- Prepares military construction cooperative agreements.
- Prepares economic analysis and information technology requirements on military construction projects.
- Acquires and reviews permanent orders for units and determines personnel and equipment requirements.
- Prepares necessary documents in accordance with established guidelines.
- Completes and maintains accurate project records.
- Ability to train subordinates and others as necessary to operations.
- Ability to supervise subordinate staff.
- Demonstrate reliability and trustworthiness

	<ul style="list-style-type: none"> • Periodic overtime may be required; at times with short notice. • Complete and attend training as required. • Periodic travel will be required (in-state and out-of-state) to other facilities; to attend training; or other requirements related to duties as needed. Travel will utilize various modes of transportation. • Other job related duties as assigned.
<p>Job Requirements:</p>	<ul style="list-style-type: none"> • Must have extensive knowledge of federal, state, Department of Defense (DoD), Army and National Guard Engineering regulations, Instructions and technical letters. • Knowledge of Federal, State and local agency operations and policies. • Knowledge of civil engineering and architecture concepts and practices, facilities management requirements of various types of facilities and principles of database management. • Must be proficient in Microsoft Office Suite. • Must have strong organizational skills. • Ability to perform tasks with minimal supervision. • Experience in multi-tasking and prioritizing multiple deadlines. • Strong written and verbal communication skills. • Ability to prepare written material in a clear and concise form. • Ability to train and provide instruction other staff. • Ability to work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction. • 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 supervise others. • Ability to read and write in English. • Demonstrate reliability and trustworthiness.
<p>Minimum Qualifications:</p>	<p>Bachelor’s degree from a regionally accredited college or university in Architecture, Engineering, Construction Management or related field (i.e. urban planning, construction science etc.);*</p> <p style="text-align: center;">AND</p> <p>Three (3) years of full time professional experience in architecture, architectural engineering, facilities management, logistics management, military construction or a related field of which one (1) year must have included utilizing and linking comprehensive databases and the use of Microsoft products.</p> <p style="text-align: center;">AND</p> <p>Must be proficient in Microsoft Office Suite.</p> <p>Must be able to read and write in English.</p>

Must possess and maintain 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, GFEBs 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 minimally 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 (NAC) or National Agency Check with Inquiries (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required.

* A combination of work experience in architecture, architectural engineering, facilities management, logistics management, or military construction which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree. A master's degree or doctorate degree from a regionally accredited college or university in a field related to the work assignment may be substituted for the bachelor's degree.

At all times, employees MUST maintain minimum standards in accordance with current agency requirements and directives noted above; 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 Directorate 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) 786-6085

For 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.

(RESUME REVIEW TO BEGIN 15 DAYS AFTER ORIGINAL POSTING)

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: JULY 9, 2024

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