

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

**VACANCY ANNOUNCEMENT #24-66**

**CLOSING DATE: NOVEMBER 25, 2024**

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:	Associate Commissioner/Director of Facilities Management & Engineering (MNFE)
Location:	New York State Division of Military and Naval Affairs (DMNA):  Latham Headquarters – Directorate of MNFE
Salary Grade:	Management/Confidential (M/C) N/S
Salary Range:	Expected within: \$137,457 - \$173,664 (M5 range approved)
Duties and Responsibilities:	<p>Reporting directly to The Adjutant General, Executive Deputy Commissioner, Chief of Staff (State) or other appropriate Executive Staff, the Associate Commissioner/Director for Facilities Management and Engineering (MNFE) coordinates and directs the Division’s expansive statewide portfolio of NY Army National Guard (NYARNG) facilities and the Latham Headquarters. The Director will provide oversight and direction for the agency-wide program; serves as a member of the executive team; and develops and implements statewide policies, procedures, and strategic plans, consistent with the overall mission and vision of the Division to help ensure military readiness of the NYARNG service members.</p> <p>The breadth and depth of DMNA’s facilities and engineering functions includes a variety of position titles and occupations, many of which are unique to DMNA. There is a broad geographic distribution of facilities and employees, and the Associate Commissioner/Director is a key collaborator on guidance and decision making relating to NYARNG facilities and funding. The Directorate goals and responsibilities are complex with the overall challenge of ensuring the facilities are at all times military ready for training and military activities to support the NY Military Forces (NYMF). Further, the facilities are used extensively</p>

during emergency actions of NYMF's in a State Active Duty (SAD) status. DMNA has a unique and complex agency organizational structure with a diverse and blended workforce of state employees, federal employees, as well as the combination of civilian and military statuses. The broad scope of employees makes DMNA a large agency (employee range 1,301-8,000). Further, while there is consistently a SAD military presence between 1,000 to 3,000 service members, the reserve force of over 20,000 members, who may be called on for service, requires significant effort to have the facilities and grounds maintained and equipped for federal military readiness operations.

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.

Some illustrative duties for the position are, but not limited to:

- Supports executive management's vision by aligning NYARNG facility strategies and operations with organizational goals.
- Serves as expert advisor to executive management on facility operations and construction issues.
- Serves as a key representative of the agency with the Division of Budget, Office of the State Comptroller, Executive Chamber, and the Office of General Services on funding and construction projects for NYARNG facilities across the state.
- Analyzes funding data, trends and predicts issues.
- Manages the development and maintenance of MNFE data systems.
- Plans, directs, supervises, and coordinates the work of professional and administrative support staff.
- Has constant written and oral communications with agency program managers, executive staff, and various managers within the agency or outside the agency.
- Director MNFE functions at a policymaking level and serves as the spokesperson for the agency on NYARNG facilities matters. Incumbents assign, review, and evaluate the activities of each major functional area.
- Designated as the Officer in Control (OIC) for the HQ facility.

**Additional Job Requirements:**

- Must be familiar with and be able to independently 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 get along with and interact well with different groups of

people, including co-workers, management, both Federal and State personnel, and the public.

- Must demonstrate reliability, trustworthiness, and exercise considerable confidentiality.
- Attends and completes additional training as required.
- Regular travel will be required using various modes of transportation to include driving, train, and/or flying.
- May require schedule adjustments and additional hours, especially during SAD activations.
- Other duties as assigned.
- SECRET clearance.

Minimum  
Qualifications:

**MINIMUM QUALIFICATIONS**

A Bachelor's degree from a regionally accredited college or university and eight (8) years full-time relevant experience, preferably in facilities management and/or engineering fields.\*

**OR**

An Associate's Degree and ten (10) years full-time relevant experience, with two years of specialized experience in the field of facilities management, engineering or similar.\*

**AND**

As a condition of employment must successfully complete a state and federal background investigation process to determine suitability, loyalty, and trustworthiness and obtain appropriate clearance to allow access to computer networks and restricted areas. Currently, a SECRET clearance is required at the time of hire (in accordance with National Guard Bureau processes may be allowed to start before completion); other clearance may be necessary. SECRET clearance requirement may only be waived by The Adjutant General or his designee.

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. Must report any change in driver's license status to the State Human Resources Office (MNHS) and supervisor.

Must be proficient in, and able to independently use Microsoft Office and other common software, specifically MS Word and Excel.

Within Ninety (90) days of receiving access to computer network, must successfully complete all required computer training such as Statewide Learning Management System (SLMS) or Statewide Financial System (SFS) requirements as related to job assignments.\*\*

\* Military education and work experience, may be substituted on a year-for-year basis, however, candidate must clearly demonstrate the combined education and years of experience relate to the qualifications (Bachelor's + 8 years) and have direct significance to the job duties

noted above. Additionally, a J.D. or Master's Degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

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

**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

**ALL DOCUMENTS MUST BE RECEIVED IN STATE HUMAN RESOURCES MANAGEMENT (MNHS) BY NOVEMBER 25, 2024.**

**VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.**

Subject of  
Interview:

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.

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: NOVEMBER 6, 2024

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