

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

VACANCY ANNOUNCEMENT #24-53A

CLOSING DATE: CONTINUAL UNTIL FILLED

PREVIOUS APPLICANTS TO VA #24-53 DO NOT NEED TO REAPPLY FOR CONSIDERATION

This position is not in the Classified Service of New York State but is covered under New York State Military Law. This position is management confidential and is not covered under labor contract provisions within the DMNA. If appointed, a current Civil Service employee would lose all seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITION TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Program Associate 1 DMNA Working Title: Agency Fleet and Property Administrator
Location:	New York State Division of Military and Naval Affairs: New York State Armory: <ul style="list-style-type: none"> • Latham Headquarters – (1 vacancy)
Salary Grade:	MC/NS
Salary Range:	Anticipated Hiring rate: \$68,488
Duties and Responsibilities:	<p>Program Associates perform professional activities to ensure agency projects and initiatives are successfully accomplished within required timeframes and programs. Assigned to the Facilities Management and Engineering Directorate (MNFE), these positions support the agency fleet and property program. Agency Fleet and Property series requires administrative collaboration and oversight of all MNFE designated projects in accordance with National Guard Bureau (NGB) and DMNA standards.</p> <p>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.</p> <p>Responsibilities may include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Manages and ensures accountability of the state vehicles and property

book of all state assets.

- Coordinates and advises Maintenance Supervisors, Regional Maintenance Supervisors, J-4, and JTFES on all matters relative to fleet management; License Event Notification System (LENS), vehicle assignments and dispatches, logbook records and accountability, vehicle scheduled maintenance and maintenance records, fuel credit cards and fuel budgets, storage, security, replacement, and disposal.
- Coordinates and advises Maintenance Supervisors, Regional Maintenance Supervisors, and the State Emergency Management Stockpile Manager in matters relative to accountability, security, and disposal of agency property.
- Executes the agency's equipment utilization program; maintains accountability of standby equipment, helps determine needs, recommends reassignments enhancing productivity, and assists in the arrangement for the disposal of excess and life cycle expired items.
- Provides administrative support for all activities of state property management.
- Maintains the DMNA statewide asset tracking and management systems and databases.
- Prepares and updates the agency's property and fleet procedure manuals.
- Interacts with the Office of General Services, Bureau of Personal Property Disposition, Bureau of Federal Property Assistance, and the Bureau of Statewide Fixed Assets in acquiring available assets.
- Develops and maintains appropriate records reflecting historical and replacement cost of an asset, including vehicles. Responsible for determining asset location, physical condition, utilization rate and maintenance status.
- Conducts field visits, and assists in inspections, supervision, and performance of independent inventories.
- Conducts physical inventory when an account is designated for closure.
- Reconciles property records maintained in the central files against totals reported by the representative.
- Supports the development of Vehicle Business Cases for submission and approval to both the Division of Budget and the Office of General Services.
- Maintains Fleet historical records for audit purposes and reconciles motor vehicle internal records with those maintained by the Office of General Services.
- Ensures vehicles are properly acquired including performing the necessary registration related and other vehicle preparation on new vehicles.
- Assists with the closeout of property accounts and recommends the re-distribution of usable property from these facilities.
- Maintains accountability over the agency's fixed assets and fixed asset record keeping activities.
- Develops information for capital planning, replacement and budgeting.
- Responsible for correspondence relative to state property and the fleet

	<p>management program.</p> <ul style="list-style-type: none"> • Must successfully complete training for any required state and federal specific software and data systems such as the Statewide Financial System (SFS) and the Statewide Learning Management Systems (SLMS). • 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. • Attend and complete training as required. • May perform supervisory duties. • Periodic overtime will be required; at times with short notice, especially during state military emergency responses to domestic operations. • Other job duties as assigned.
<p>Job Requirements:</p>	<ul style="list-style-type: none"> • Good knowledge of the principals and practices of fleet management and property accountability. • Good knowledge of the procedural effects of the legislation, rules, and regulations applicable to the program. • Good knowledge of office management methods and practices. • Working knowledge of the organization, goals, and program objectives of the agency. • Ability to prepare narrative and statistical material in providing data and information to the public and to administrators. • Must be proficient in Microsoft Office Word and Excel. • Experience with grant and/or contract administration; preferably federal grants. • Ability to perform tasks with minimal supervision. • Ability to prioritize duties and responsibilities and ensure deadlines are met. • Strong written and verbal communication skills. • Strong organizational skills. • Ability to interact and work well with various categories of people to include co-workers, management, federal and state personnel, contractors and representatives from other agencies. • Ability to train and supervise subordinates and demonstrate an understanding of the basic principles of supervision. • Ability to present materials to individuals or groups in a professional and articulate manner. • Ability to read and write in English. • Ability to travel to meet operational needs will be required. Various modes of travel will be required. • Demonstrated reliability and trustworthiness.
<p>Minimum Qualifications:</p>	<p>Bachelor's Degree preferably in accounting, business administration, engineering technology field, construction project management, or similar degree related field of study with a minimum of two (2) years of full time relevant experience.*</p> <p style="text-align: center;">OR</p>

Associate's Degree preferably in accounting, business administration, engineering technology field, construction project management, or similar degree related field of study with a minimum of four (4) years of full time specialized/direct experience *

AND (ALL)

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes in driver's license status to supervisory chain of command and State Human Resources.

Must be able to read and write in English.

Must be proficient in and able to independently use Microsoft Office Suite software, more specifically Word and Excel.

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as Statewide Financial System (SFS), GFEBBS and Statewide Learning Management System (SLMS) 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 or other clearance may be required.

* Military, education and work experience, may be substituted, however, candidate must demonstrate the combined education and years of experience relate to the qualifications (Bachelor's + 2 or 3 years) and specialized/direct experience 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 regulations, procedures and requirements change, additional training and/or certifications may be required.

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.

<p>How to Apply:</p>	<p>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 any specific licenses or certifications in a skilled trade.</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. Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail.</p> <p>E-mail to: ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil FAX to: (518) 786-6085 Phone to: (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>POSITION WILL BE POSTED UNTIL FILLED.</p> <p>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</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: NOVEMBER 15, 2024</p>	

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