

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

## VACANCY ANNOUNCEMENT #25-27

**CLOSING DATE: CONTINUAL UNTIL FILLED**

**VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE**

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:	Program Administrator
Locations:	New York State Division of Military and Naval Affairs (DMNA):  New York State Armory: <ul style="list-style-type: none"><li>• Latham Headquarters – (1 vacancy)<ul style="list-style-type: none"><li>○ Directorate of Facilities Management and Engineering (MNFE)</li></ul></li></ul>
Salary Grade:	SG-18
Salary Range:	Current Start Rate: \$70,543* Job Rate: \$85,138  (*All hires begin at "Start Rate" unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>This position will be assigned to the Directorate of Facilities Management and Engineering (MNFE) providing support to the overall operations. Specifically, the position will be assigned in the Design and Construction (D&amp;C) unit. The Program Administrator provides support to the Program Managers assisting with administration and budgeting as it relates to the Directorate. This will include reviewing design and construction financial records, bids, proposals and various other budget and project related documentation. The Program Administrator may also perform special studies and research projects. Incumbent performs a variety of assignments that are moderately complex and is expected to perform duties with considerable independence and professionalism. At times, assignments may be from different units within MNFE.</p> <p>The Program Administrator reviews, analyzes, and makes recommendations on funding; monitors/analyzes expenditures of approved funds for effective and efficient utilization; and may participate in studies of budgetary issues and agency programs and operations. Program Administrator may be required to supervise subordinate staff.</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.

**Specifically, duties may include, but are not limited to, the following:**

- Prepares Federal and State financial documentation for purchasing, contracting and reconciliation of both Federal and State funds utilizing agency data systems.
- Monitors program and fiscal operations to ensure that assigned budgets are executed in accordance with approved plans and administrative and budgetary guidelines.
- Assists with the development of annual budget and financial plans.
- Monitors compliance within approved expenditure plans by reviewing periodic activity and expenditure reports.
- Evaluates budgetary actions and decisions in a given fiscal year to determine possible adverse impact on future annual budget requests.
- Conducts in-depth studies and research of issues, programs or operations and prepares reports and makes recommendations.
- Attends meetings with agency personnel to collect information to formulate plans and recommendations.
- Represents executive and management staff at meetings, hearings, committees and conferences.
- Conducts facility and worksite visits and audits.
- Has frequent verbal, written and face-to-face communication with program staff, agency staff and staff of other Federal, State and local agencies.
- Prepares/maintains budgetary and financial reports, forms and documents.
- Assists with review, edits, and preparation of various D&C related documents to include bids, proposals and design correspondence.
- In coordination with other staff, tracks and monitors permits.
- Will complete and attend training as required.
- Periodic overtime may be required
- Periodic travel will be required using various modes of transportation.
- Performs other duties as assigned.

**Required Skills:**

- Required to have or successfully complete within 90 days of receiving computer access training in the Statewide Financial System (SFS), the General Fund Enterprise Business System (GFEBS), and other data systems as required by job assignments.
- Knowledge of Federal and State budgetary and purchasing procedures.
- Knowledge of applicable laws, rules and regulations.
- Knowledge of Federal, State and local agency operations and policies.
- Must have strong organizational skills.
- Ability to perform tasks independently without 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.

- Experience in meeting multiple deadlines.
- Ability to train and supervise subordinates.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.

**Additional Preferred Skills:**

- Experience working with SFS.
- Experience in design or construction administration related work environment or project management position with the ability to discuss construction project programs and procedures with other agencies, contractors and fiscal managers.
- Experience with the administration of Federal grants.
- Supervisory experience.

**Minimum Qualifications:**

Three (3) years of permanent service in a position allocated to Salary Grade (SG) - 13 or higher in which duties include accounting, purchasing, bookkeeping or similar duties and responsibilities;

**OR**

An Associate's degree in a finance related field of study and six (6) years of full-time experience in which 50% or more of your time must have included accounting, bookkeeping, data gathering and analysis in relation to numbers or money, tabulations and calculations or similar duties and responsibilities.\*

**OR**

A Bachelor's Degree in a finance related field with a minimum of two (2) years of full time experience in which 50% or more of your time must have included accounting, bookkeeping, data gathering and analysis in relation to numbers or money, tabulations and calculations or similar duties and responsibilities.\*

**AND**

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York.

Successful completion within 90 days of receiving computer access, all SFS and GFEBs financial training as related to job assignments. \*\*

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

In accordance with NGB standards, will be required to obtain and maintain a favorable background check – either a National Agency Check (NAC) or National Agency Check with Inquiries (NACI) dependent on assigned location – to determine suitability, loyalty, and trustworthiness and to provide appropriate clearance for any necessary computer network or restricted area access in the performance of your duties.

\* Military experience and education, may be considered, however, candidate must demonstrate direct relevance and comparable experience to the job duties and abilities noted above. In addition, other education and experience may be considered in relation to Directorate assigned, however, degree and years of experience will remain the same.

\*\* 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 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 an interview, please submit your cover letter and resume to one of the following:

**BY E-MAIL (PREFERRED METHOD):**

Send to: [ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil](mailto:ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil)

Subject line to say: Job Title and Location

**BY MAIL:**

New York State Division of Military and Naval Affairs  
State Human Resources Management  
330 Old Niskayuna Road  
Latham, New York 12110-3514  
Attn: Classifications

**BY FAX:**

(518) 786-6085

Fax Cover sheet to say: Job Title and Location

In your submission, please be sure to indicate **what position and location you are apply to**. Ensure to **CLEARLY note how you meet the minimum qualifications** for the position. Be sure to include any specific licenses and/or certification in a skilled trade.

**Vagueness and omissions will not be resolved in your favor.**

For questions, please reach out to Sate Human Resources at (518) 786-4830

**This vacancy announcement will be posted until filled.**

**Vacancy announcements can be closed 15 days after the original posting**

	<b>date listed below.</b>
Subject of Interview:	<p>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.</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>
POSTED: MARCH 27, 2025	

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