

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

## VACANCY ANNOUNCEMENT #25-47

**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:	Assistant Director Financial Administration 3 – Deputy Director of Management and Budget/MNBF – Purchasing
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters: <ul style="list-style-type: none"><li>• Directorate of Management and Budget (MNBF) – (1 vacancy)</li></ul>
Salary Grade:	Management Confidential (MC)
Salary Range:	Expected salary: \$138,693
Duties and Responsibilities:	<p>The Assistant Director(s) of Financial Administration (Deputy Director MNBF) assist in planning, directing, and coordinating agency budgeting, expenditure control, finance, purchasing/procurement and business administration activities to ensure that financial resources under the jurisdiction of the agency are managed properly and in accordance with laws and regulations. These positions serve as second-in-command of the agency's entire finance operations and oversee functional areas.</p> <p>The Deputy Director(s) MNBF provide unit leadership overseeing DMNA's significant financial operations. The breadth, depth, combination, and significant budgeting, fiscal, contract management, procurement and support services programs supervised by the Deputy Directors are complex with a variety of funding sources and the added component of State Active Duty (SAD) deployments. The Deputy Directors oversee the complex fund management associated with the state workforce through the State General Funds, Capital Funds, Federal dollars associated with the Master Cooperative Agreement (MCA) and funding sources, to include grants, utilized for SAD emergency operations, providing a diverse and challenging financial portfolio. In addition, the agency's extensive purchasing and procurement operations have a broad scope of requirements with substantial transactional elements, especially associated with SAD activations.</p> <p>The Deputy Directors MNBF oversee a large and active program encompassing the full range of budgeting, purchasing, procurement, and financial management</p>

activities with responsibility over very large and complex budgets, large and multi-faceted grants/agreements and the added component of SAD emergency activations ranging from long term activations to quick, immediate response activations such as for snowstorms or flooding. Many times, the SAD emergencies require a 24/7 response from the Deputy Directors relating to funding and purchasing.

The Deputy Directors MNBF for DMNA is responsible for tracking cash flow and financial planning and analyzing financial strengths and weaknesses to ensure the agency's strategic plan and overall mission is met or exceeded. As part of the senior leadership team, the Director must be cognizant of the agency's financial health and activities, implement policies and procedures to ensure the proper accounting and strategic use of funds, while at the same time ensure compliance with New York State (NYS) budgeting procedures and limitations. The Director is an advocate and liaison for the agency with many partners, especially the NYS Division of Budget. Due to the expansive growth in agency financial operations, the MNBF Directorate has grown in state employee staff, continues to grow, and has an additional SAD team working on purchasing and procurement matters for SAD missions. These additional staffing and financial obligations have increased demands on the management team. Extended hours, growth in supervision and new challenges in meeting the needs of NY's military forces, are only some examples of the growing complexities for MNBF leaders. Ensuring funding operations are compliant with all State, federal and SAD operations as well as oversight of the purchasing and procurement processes has many unique aspects, requiring the Director and the MNBF team extra responsibilities and challenges safeguarding adherence to funding procedures and compliance with various statutory and regulation requirements.

**Illustrative Duties:**

- Manages and monitors agency financial management including: accounting, purchasing, procurement, expenditure control, budget development, and the administration and management of grant funds.
- Oversees preparation, development, execution, and implementation of the annual budget.
- Reviews program area budget requests, monitor expenditures, and forecasts future revenue and expenditures.
- Conducts financial and policy analyses to assess impact of proposed actions on major agency programs.
- Supervises staff in the review, development, and preparation of contracts, procurements, and related documents.
- Reviews proposed contracts for fiscal and programmatic correctness, adherence to State policy, compatibility with agency programs and program goals, availability of funds, and appropriateness of rates.
- Manages contract funds and spending authority through the reconciliation of monthly expenditures and payments.
- Reviews budget modifications and contract amendments to determine the impact and ensure continued compliance with laws, rules, and regulations.
- Provides guidance, technical assistance, and training to staff to facilitate the contract and procurement processes.

- Ensures compliance with procurement and contract policies, State and federal regulations, and guidelines of oversight agencies.
- Develops and implements financial policies and procedures for agency-wide use.
- Meets with representatives from the Division of the Budget, Office of the State Comptroller, and other New York State agencies regarding fiscal policies and procedures.
- Oversees federal grant reporting, federal financial reports, state reporting, and preparation of other required financial reports.
- Responds to requests for information or analyses made by external fiscal agencies and committees.
- Prepares and reviews the procurement record for grants to ensure that applicable laws, rules, and regulations are adhered to and that the proposed contracts represent the best value to New York State.
- Oversees staff responsible for processing agency purchases, vouchers, fleet operations, and travel requests, ensuring that all requests and expenditures are reviewed and processed in a timely manner.
- Supervises lower-level budget, fiscal, accounting, contract management, procurement, and clerical support staff, and performs the full range of supervisory responsibilities such as performance evaluations.
- Manages all aspects of the same above as applicable and relevant to SAD activations.

**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.
- Working knowledge/experience of the principals and techniques of supervision.
- Attends and completes additional training as required.
- Travel will be required using various modes of transportation to include driving and/or flying.
- May require schedule adjustments and additional hours, especially during SAD activations.
- Other duties as assigned.
- SECRET clearance.

Minimum  
Qualifications:

**Promotion:** One year of permanent service in a financial management, accounting, contract management, purchasing or budgeting position allocated to Grade 25/M-1 or higher.

**OR**

A Bachelor's degree from a regionally accredited college or university in financial management, accounting, purchasing, contract management, budgeting or related degree; plus six (6) years of full-time experience in Financial Management, Accounting, Budgeting, Purchasing, or related administrative field.

**OR**

An Associate degree from a regionally accredited college or university, in financial management, accounting, purchasing, contract management, budgeting or related degree; plus eight (8) years of full-time experience in Financial Management, Accounting, Budgeting, Purchasing, or related administrative field.

**OR**

Ten (10) years of full time experience in a financial management, accounting, purchasing, contract management, budgeting or related field with some supervision of subordinate personnel.\*

**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.\*\*

\* Other combinations of education and work experience, especially military, may be considered, however, candidate must demonstrate the combined education and years of experience relate to the qualifications (10 years + required supervision) and have direct relevance to the job duties noted above.

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

	<p><b>NOTE:</b> 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>To be considered for an interview, please submit your cover letter and resume to one of the following:</p> <p><b>BY E-MAIL (PREFERRED METHOD):</b>  Send to: <a href="mailto:ng.ny.nyarmg.mbx.mnhs-job-posting@army.mil">ng.ny.nyarmg.mbx.mnhs-job-posting@army.mil</a>  Subject line to say: Job Title and Location</p> <p><b>BY MAIL:</b>  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><b>BY FAX:</b>  (518) 786-6085  Fax Cover sheet to say: Job Title and Location</p> <p>In your submission, please be sure to indicate <b><u>what position and location you are applying to</u></b>. Ensure to <b><u>CLEARLY note how you meet the minimum qualifications</u></b> for the position. Be sure to include any specific licenses and/or certification in a skilled trade.</p> <p><b><u>Vagueness and omissions will not be resolved in your favor.</u></b></p> <p>For questions, please reach out to Sate Human Resources at (518) 786-4830</p> <p><b>This vacancy announcement will be posted until filled.</b>  <b>Vacancy announcements can be closed 15 days after the original posting date listed below.</b></p>
Subject of Interview:	<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>
POSTED: AUGUST 1, 2025	

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