

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

VACANCY ANNOUNCEMENT #25-69

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:	Purchasing Agent
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters - Directorate of Management and Budget - number or vacancies - 1
Salary Grade:	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>Under the direction of the Director of Management and Budget, Purchasing Contract Administrator, and/or assigned supervisor, the purchasing unit is responsible for the agency purchasing program and incumbents will purchase a variety of supplies, materials, equipment and services required by departments/directorates. Incumbents will ensure purchasing activities are implemented in accordance with State contracts and open market buying rules and regulations issued by the Department of Law (OAG), Office of General Services (OGS) and the Office of the State Comptroller (OSC). When applicable, incumbents will properly incorporate National Guard Bureau rules for the purchasing of goods and services.</p> <p>Due to the unique aspects of DMNA, Purchasing Agents perform a variety of duties and responsibilities in support of State Active Duty (SAD) military missions. These include but are not limited to coordination, purchasing and reconciliation of hotels, meals, vehicle rentals, and travel arrangements for service members.</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</p>

Cooperative Agreement between NGB and DMNA – current and as amended for all. The position may report to state and/or federal supervisory personnel.

Responsibilities include but are not limited to the following:

- Receives, reviews and processes requests from agency program departments for the purchasing and or contracting of all types of goods and services.
- During review and processing ensures proper vendor selection procedures are applied – to be purchased from preferred supplier, through an existing contract, or purchased in the open market.
- Ensures funds are available.
- Prepares and processes purchase orders in accordance with requirements.
- Prepares bid proposals and specifications for items to be placed under contract. Ensures all language and procedures meet requirements. Prepares for and may preside at bid openings.
- Reviews bids for accuracy and completeness and awards or recommends award of contract based on requirements.
- Processes contracts according to rules and regulations and prepares correspondence accompanying award correspondence.
- Follows up on complaints concerning purchases and requisitions.
- Prepare and process documents and maintain office files and inventory records.
- Plans, schedules and assigns tasks, provides technical guidance and direction and reviews work in progress and upon completion to ensure compliance with guidelines, policy and procedures.
- For all emergency purchasing, ensures goods and services are acquired in accordance with agency requirements, maintains meticulous records, and performs reconciliation of records at completion.
- After emergency activations of New York Military Forces, provides emergency purchase information necessary to complete funding reimbursement requests such as Federal Emergency Management Agency (FEMA).
- Provides assistance to staff when problems arise. Interprets procedures and policy and resolves work problems with staff, suggesting and discussing better ways to accomplish tasks.
- 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.
- Review complex purchase requisitions for compliance with appropriate rules, regulations and agency policies and appropriateness within the agency's budget plan.
- Review procurement records and related documents to ensure accuracy, completeness, and all mandatory requirements have been met.

- Assigns work to staff; schedules workflow; establishes work performance standards; reviews work performance and production; determines the nature of problems and takes appropriate corrective action.
- Determine the types of commodities and services available in the marketplace.
- Prepare detailed specifications and complex bid proposals used for soliciting bids. Schedule bid openings, receive and evaluate bids, and make recommendations of award.
- Develop, maintain and review database of items purchased, costs, delivery, product performance and inventories.
- Perform the full range of supervisory duties such as performance evaluations and time and attendance.
- Train subordinate staff on new or revised laws, rules, regulations, purchasing policies, or procedures.

JOB REQUIREMENTS

- 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) as related to duty assignments.
- Must be proficient in common computer software systems and specifically Microsoft Office Suite.
- Working knowledge of effective techniques and methods of conducting interviews and studies.
- Working knowledge of effective budgeting and finance principles and practices, including cost analysis, monitoring and forecasting fund expenditures.
- Knowledge of applicable laws, rules and regulations both federal and state.
- Must have strong organizational skills.
- Ability to work in a high volume, fast-paced office environment.
- Ability to gather and analyze fiscal information and draw logical conclusions.
- Ability to organize, consolidate and prepare written material and tabular information into a clear, concise, and logical report/presentation form.
- Ability to identify errors in data, design or fiscal problems and recommend solutions.
- Ability to perform tasks independently without supervision.
- Ability to get along with and interact well with different groups of people, including co-workers, outside agency staff and management comprised of both Federal and State personnel.
- Experience in multi-tasking and prioritizing multiple deadlines.
- Strong verbal and written communication skills.
- Ability to train subordinates and others as necessary to operations.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.
- Ability to supervise subordinate staff.
- 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.
- Periodic overtime may be required; at times with short notice, especially during state military emergency responses to domestic operations.

	<p>Additional Preferred Skills:</p> <ul style="list-style-type: none"> • Experience working with SFS. • Working knowledge of agency and Division of the Budget (DOB) guidelines, procedures and policies governing the budget process. • Working knowledge of Office of the State Comptroller (OSC) rules and regulations governing the maintenance of fiscal records. • Knowledge of federal and state budgetary and purchasing procedures. • Familiarity with general state and or federal operational policies and procedures. • Supervisory experience.
<p>Minimum Qualifications:</p>	<p>Satisfactory completion of three (3) full-time years of permanent service in a state position allocated to Salary Grade 13 or higher in which primary duties include accounting, purchasing, bookkeeping, finance, or similar duties and responsibilities.</p> <p style="text-align: center;">OR</p> <p>An Associate's degree in a finance or accounting related field and a minimum four (4) years of full-time experience in which 50% or more of your time must have included accounting, purchasing, bookkeeping, finance, tabulations and calculations, preparing specifications and reviewing bid proposals, or similar duties and responsibilities and one (1) year of supervisory experience.</p> <p style="text-align: center;">OR</p> <p>A Bachelor's degree in a finance or accounting related field and a minimum two (2) years of full-time experience in which 50% or more of your time must have included accounting, purchasing, bookkeeping, finance, tabulations and calculations, preparing specifications and reviewing bid proposals, or similar duties and responsibilities and one (1) year of supervisory experience.*</p> <p style="text-align: center;">AND</p> <p>Must be able to read and write in English.</p> <p>Must be proficient in, and able to independently use Microsoft Office software – MS Word and Excel. Ability to use PowerPoint and/or Access also preferred. **</p> <p>Required to have or successfully complete within 90 days of receiving computer access all Statewide Financial System (SFS), Statewide Learning Management System (SLMS) and other required training as related to job assignments. **</p> <p>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 clearance may be required.</p>

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.

* Military education/training may be substituted on a year-for-year basis provided qualification meets 5 years full-time equivalent experience in which 50% or more of your time must have included accounting, purchasing, bookkeeping, finance, tabulations and calculations, preparing specifications and reviewing bid proposals, or similar duties and responsibilities and one (1) year of supervisory experience.

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 Management 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

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 applying 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 State 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 date listed below.
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: NOVEMBER 28, 2025	

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