

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

## VACANCY ANNOUNCEMENT #26-41

**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 1 - Multimedia
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters <ul style="list-style-type: none"><li>• Directorate of Technology and Information – (1 vacancy)</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 Joint Force Headquarters Chief Information Office (MNCI) and will support the Directorate and agency in all areas related to multimedia functions. Incumbents will perform a variety of assignments that are moderately complex and are expected to perform duties with considerable independence and professionalism. Additionally, when directed may also perform special studies and research projects.</p> <p>Under the general direction of the Chief Information Officer or other supervisory chain, the Program Administrator will oversee the operation of audio, video and telecommunications equipment. They will plan, direct and produce video and audio productions in support of agency programs and initiatives. Incumbents will provide technical guidance and expertise to program managers and supervisors, and will assign and supervise the execution of various multimedia activities. In addition, they will be responsible for the administration of the NYARNG component of the Army National Guard (ARNG) Distance Learning Program.</p> <p>The position performs responsibilities in accordance with DMNA and labor agreement policies and procedures, and where applicable, requirements and standards of the National Guard Bureau (NGB) - current and as amended. The position may report to state and/or federal supervisory personnel. Responsibilities may include but are not limited to the following:</p>

- Oversees the daily operations of the multimedia equipment assigned to MNCI.
- Assists in developing and monitoring the annual budget for multimedia equipment and materials.
- Researches and keeps abreast of new technologies and products available; consults with manufacturers and vendors.
- Responds to and/or ensures response to customer requests for service and technical guidance.
- Assigns and supervises the accomplishment of various multimedia activities.
- Establishes work priorities.
- Informs Chief Information Officer of any emerging issues and recommends alternatives for operational improvements.
- Meets with agency program managers to discuss and define program needs, advises on format and alternatives available and recommends methods of approach in relation to multimedia operations.
- Performs complex editing and post-production work.
- Records, edits and manipulates digital audio recordings into multi-track audio files for video presentations, and Power Point presentations.
- Provides multimedia services to the agency in support of various programs and initiatives.
- Using scanning hardware and computer imaging software, produces digital imaging files for newsletters, internet and intranet images, large-scale graphic displays, Power Point presentations, posters, etc.
- Provides technical guidance on a variety of technical matters related to presentation of materials and promotions.
- Oversees and supervises the maintenance of historical manuals and automated files of photographs, negatives, digital images, videos, graphic displays related to the agency.
- Assigns and supervises subordinate staff in the accomplishment of various multimedia activities.
- Oversees and manages the Distance Learning Program hardware, software and physical spaces.
- Coordinates with the ARNG Distance Learning Program Office to ensure proper execution of program resources.
- Attends and completes additional training as required.
- Will require periodic travel.
- May require overtime.
- Other job related duties as assigned.

### **JOB REQUIREMENTS**

- Must be familiar with all forms of multimedia audio/video/telecommunication equipment as well as familiarity with new and developing technologies.
- Must be proficient in Microsoft Office Suite.
- Must have strong organizational skills.
- Knowledge of Federal, State and local agency regulations associated with multimedia operations.
- Ability to perform tasks with minimal supervision.
- Ability to work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction.
- Ability to get along with and interact well with different groups of people, including co-workers, management, both Federal and State personnel and the

	<p>public.</p> <ul style="list-style-type: none"> <li>• Ability to push, pull, lift and carry heavy objects and equipment (30+ lbs).</li> <li>• Experience in multi-tasking and meeting multiple deadlines.</li> <li>• Strong written and verbal communication skills.</li> <li>• Ability to train and supervise others.</li> <li>• Ability to prepare written material in a clear and concise form.</li> <li>• Ability to read and write in English.</li> <li>• Demonstrate reliability and trustworthiness.</li> </ul>
<p>Minimum Qualifications:</p>	<p>One (1) year of permanent service as an Audiovisual Production Specialist, Graphic Designer 1, Photographer 3, or Audiovisual Training and Production Specialist. (NOTE: DMNA is not a Civil Service agency).</p> <p style="text-align: center;"><b>OR</b></p> <p>A Bachelor's degree in video, television and/or film production, web interface design, graphic design, communications design, or a closely related field and two (2) years of experience which included duties as outlined above.*</p> <p style="text-align: center;"><b>OR</b></p> <p>Six (6) years of experience in producing multimedia communication projects using elements of audiovisual production, or graphic design for web, or graphic design for print; OR a combination of multimedia communication experience, information technology and systems analysis; experience in a wide range of technical support duties pertaining to the distribution and operation of multimedia and related systems and technology; to have included: assisting with the set up and operation of video, telecommunications, videoconferencing, distance education and other systems; providing guidance and training to end users regarding system operation; and performing other related tasks.</p> <p style="text-align: center;"><b>AND</b></p> <p>Must possess a valid driver's license to operate a motor vehicle in the State of New York.</p> <p>Must be able to read and write in English.</p> <p>Must be proficient in and able to independently use Microsoft Office Suite software.</p> <p>Must be able to push, pull, lift and carry heavy objects and equipment (30+ lbs).</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. A SECRET clearance will be required.</p> <p>* Consideration may be given to an Associate Degree in related field with a minimum of three (3) years appropriate work experience and/or military education and experience however, candidate must demonstrate direct relevance to meet the job duties and abilities outlined above.</p>

	<p>At all times, the employee MUST maintain minimum standards in accordance with current statutes, agency requirements and directives. Failure to do so will subject the individual to disciplinary action and/or termination.</p> <p>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.</p>
<p>How to Apply:</p>	<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.nyarnng.mbx.mnhs-job-posting@army.mil">ng.ny.nyarnng.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>In your submission, please be sure to indicate <b><u>what position and location you are applying to.</u></b></p> <p>Ensure to <b><u>CLEARLY note how you meet the minimum qualifications</u></b> for the position.</p> <p>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 State Human Resources at (518) 786-4830.</p> <p><b>Vacancy announcements can be closed 15 days after the original posting date.</b></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,</p>

	TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.
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POSTED: JULY 1, 2026
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