

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

VACANCY ANNOUNCEMENT #26-70

DATE POSTED: AUGUST 25, 2026

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:	Billeting Manager
Locations:	New York State Division of Military and Naval Affairs (DMNA): Training Site: • Camp Smith – Cortlandt Manor, NY
Salary Grade:	SG-14
Salary Range:	Current Start Rate: \$56,506* Job Rate: \$68,630 (*All hires begin at "Start Rate" unless prior state experience affords eligibility for hiring step increase as determined by OSC.) In addition: the Camp Smith Training Site will receive a Downstate Adjustment of \$4,000 annually.
Duties and Responsibilities:	Under the general direction of the Base Director, Base Operations Manager or other designated supervisor, the Billeting Manager is responsible for the management, administration, technical and professional direction of billeting operations at the Camp Smith military installation. Follows management policies, plans and directives, and interprets Division of Military and Naval Affairs, New York Army National Guard and local commander's policies concerning the operation and utilization of the unaccompanied housing program. Follows all management plans and administrative procedures related to installation billeting activities such as administration, tenant relations, forecasted occupancy, assignment procedures and general maintenance procedures. Responsible for planning, scheduling and coordinating major activities for projects and facilities associated with the installation. Conducts inspections, audits, and management reviews of onsite activities; identifies problems or deficiencies and recommends or implements appropriate corrective measures in such areas as maintenance,

repairs, assignments, or furnishings and equipment; and follows up on findings to assure deficiencies are corrected.

Ensures measurable standards of performance, service and accountability to guarantee a uniform system to provide cost-effective service to all guests and customers. Ensure operating and capital requirements are met and limitations are observed, sets priorities. Reviews current expenditures for housing operations and maintenance activities; estimates projected costs; and develops recommendations for resources to accomplish housing operations. This includes working with reservation software, key card production, and issuance.

Responsible for workforce management and staff training. Establishes and maintains a professional employee training and development program. Maintains statistical data to monitor performance and budgetary requirements. Coordinates with logistics and operations officers, as well as senior leadership concerning current billeting programs, practices and trends. Establishes and maintains a cooperative liaison with clients to foster better relations and enhance support for the installation's lodging requirements.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of management procedures and general business practices related to the management and utilization of housing facilities and quarters.
- Knowledge of cost and funding allocations, control procedures. Skilled in procedures for maintenance and control of expenditures to assure limitations are observed.
- Knowledge of conducting inspections and audits to identify project deficiencies and determining the impact and necessity of repairs, improvements, or other corrective measures.
- Knowledge of project planning requirements with the ability to provide sound recommendations and justifications for major housing activities.
- Ability to coordinate and schedule work with other organizational activities.
- Ability to provide professional advice, assistance and support in unusual and controversial situations pertaining to billeting/facility management.
- Experience in supervisory practices. Make assignments to meet functional responsibility and housing program objectives.
- Ability to follow tenant directives, instructions, and procedures concerning the occupancy and utilization of housing facilities.
- Ability to appraise performance by evaluating housing operations through occasional review of records and reports, inspections, and complaints or comments offered by housing tenants.
- Ability to provide sound judgment for application of occupancy, maintenance, funding, and other guidelines; and originality in adapting such guidelines for specific work situations or special projects.
- Ability to review and evaluate housing procedures, workflow, and methods and recommend changes or adjustments conducive to increased efficiency and economy of operations.
- Ability to apply a full range of methods and processes to advance planning, scheduling, and coordination of management activities.

	• Ability to develop positive contacts to include housing tenants, housing representatives from other agencies, maintenance contractor personnel, State and municipal housing officials, vendor representatives, and other persons or groups from outside the agency. Ability to approach these individuals or groups in a manner conducive to obtaining the desired results. • Periodic overtime may be required, including weekends • Periodic travel may be required using various modes of transportation. • Performs other duties as assigned.
Minimum Qualifications:	Associates degree from a regionally accredited college or university in hotel management, hospitality, business management or related degree, and one (1) year of full-time professional supervisory experience in hospitality, operation, supply, and maintenance of lodging or residential facilities which involved procurement, vendor management, and/or expenditure tracking. Preferred experience working directly with or for military organizations in lodging or hospitality programs. OR Three (3) years of full-time professional supervisory experience in hospitality, operation, supply, and maintenance of lodging or residential facilities which duties involved procurement, vendor management, and/or expenditure tracking. Preferred experience working directly with or for military organizations in lodging or hospitality programs. * AND 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. Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. And report any changes to the supervisory chain and State Human Resources. Must be proficient in, and able to independently use Microsoft Office software – MS Word and Excel. ** Within Ninety (90) days of appointment must successfully complete all Statewide Financial System (SFS) and Statewide Learning Management System (SLMS) required training as related to job assignments. ** * Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate three () years of combined education and years of full-time experience with direct relevance to the duties noted above.

	** Should related systems, regulations, procedures and requirements change, additional training and/or certifications may be required. Preferred experience working directly with or for military organizations in lodging or hospitality programs. At all times, the employee <u>MUST</u> 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 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 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 <u>what position and location you are applying to.</u> Ensure to <u>CLEARLY note how you meet the minimum qualifications</u> for the position. Be sure to include any specific licenses and/or certification in a skilled trade. <u>Vagueness and omissions will not be resolved in your favor.</u> For questions, please reach out to State Human Resources at (518) 786-4830. Vacancy announcements can be closed 15 days after the original posting date.
Subject of Interview:	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.
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	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.
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New York State is an Equal Opportunity/Affirmative Action Employer.