



**Job Opening**

**APPLICATION DEADLINE DATE: February 7, 2019**

<b><u>JOB TITLE:</u></b>	Administrative Specialist 1, SG-18, PEF	<b><u>LOCATION:</u></b>	Albany
<b><u>APPOINTMENT TYPE:</u></b>	Contingent Permanent	<b><u>JURISDICTION CLASS:</u></b>	Competitive
<b><u>DEPARTMENT:</u></b>	Office of Fiscal Management 625 Broadway, Albany, NY 12245		

**BASIC FUNCTION:**

Under the general supervision of the Director of Finance for the Office of Fiscal Management (OFM), the incumbent shall provide professional administrative and staff support by managing budgeting, office, and support activities.

**WORK PERFORMED:**

- Responsible for numerous ESD reporting requirements for NYS Executive Orders including:
  - Green Procurement /Sustainability Program, Language Access, and Climate Change.
- Assist and coordinate with the agency's Disaster Recovery/Continuity of Operations planning.
- Coordinate with M/WBE Program to assist with quarterly goal reporting/master goal plan submission.
- Assist Finance staff in resolving payment/contract questions and issues with ESD program managers.
- Audit/Review agency travel report submissions in State's Financial Management System (SFS).
- Coordinate/Supervise Albany office staff moves/relocations.
- Expected fluency with Microsoft Office Applications.
- Proficient use of NYS State's Financial Management System (SFS) to include:
  - Fiscal reporting, Budgeting, Accounts Payable/Receivable
- Serve as Agency's SFS Agency Security Administrator (ASA).
- May work directly with EVP of Administration on above and other projects as needed.

**MINIMUM QUALIFICATIONS:**

Must be reachable on the Civil Service, Public Administration Traineeship Transition (PATT) eligible list (two-year traineeship required), currently in an Administrative Specialist 1 title, or eligible for a transfer under Section 70.1 of Civil Service Law.

**SALARY RANGE:** \$56,604 - \$71,980

Note: The starting salary for candidates with no prior State service will be at the minimum hiring rate.

**ADDITIONAL:**

**If interested in this position, please forward a cover letter and resume to the e-mail address below by February 7, 2019. Be sure to indicate the position title and location you are applying for and specify how you meet the minimum qualifications in your cover letter.**

**INQUIRE**

NYS Department of Economic Development  
Human Resources Office  
625 Broadway  
Albany, NY 12245  
Fax: (518) 292-5852  
E-Mail: [DED-HR@esd.ny.gov](mailto:DED-HR@esd.ny.gov)

1/24/19

Reference No. 00525

**New York State is an Equal Opportunity/Affirmative Action employer**

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).*