

**NYS DIVISION OF THE BUDGET
BUDGET FELLOW VACANCY
Budget Services Unit
Vacancy Notice #16-41**

POSITION:

The Human Services, Housing and Intergovernmental Affairs Unit (HIU) is responsible for multiple functions, including oversight of local government finances and monitoring Federal fiscal and programmatic activities that will affect the State financial plan. The Unit also oversees the Office of Temporary and Disability Assistance, the Office of Children and Family Services, the Department of Labor, State housing programs, the Division of Human Rights, and the Division of Veterans Affairs.

The Intergovernmental Affairs Section is comprised of two teams: Local Government and Federal Relations. The incumbent of this position will serve as examiner for local government affairs and operations.

Assignments and responsibilities include but are not limited to:

- Tracking, analyzing, and reporting on the fiscal health and various needs of the State's roughly 1,600 local governments, including New York City;
- Helping to oversee \$800 million in annual local aid, managing shared services grants through the Department of State, and helping deliver the Administration's goals of reducing property taxes via re-engineering local government operations;
- Addressing local government issues and challenges, including analysis, solutions and project coordination, for the Local Government Financial Restructuring Board;
- Assisting in the production of the Executive and Enacted Budget local government impact analyses, and eventually providing local impact training to new examiners;
- Initiating and monitoring the necessary information within the Division's systems, including IBS, SFS and NYSTEP; and,
- Budgeting the State Operations financial plan and FTEs for the Financial Control Board for New York City.

ADDITIONAL QUALIFICATIONS:

The successful candidate must possess:

- Strong analytical, oral and written skills;
- The ability to assist in the identification, formulation, and presentation of ideas, approaches and solutions necessary to strengthen or sustain the well-being of the State's local governments;
- Good interpersonal skills, and the ability to effectively work across DOB Units and with others, including State agency staff and local government officials;
- The ability to handle multiple competing assignments at a time; and
- Proficiency in office technology and basic Microsoft applications.

Knowledge of local finance and State-local relations will be helpful.

HOW TO APPLY:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#). Applications are held in the Division's resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you have a disability and require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact personnel@budget.ny.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER