



Administrative Assistant

Mental Hygiene Unit

Salary: \$50,408 - \$63,319 Reference #24-07

Advance your career in government finance, management, and public policy at the New York State Division of the Budget (DOB)! DOB develops, negotiates, and implements one of the largest government budgets in the country, which provides the fiscal roadmap for State programs, policies, and services.

The successful candidate will serve as the Office Manager for the Mental Hygiene Unit (MHU) consisting of professional staff responsible for overseeing the budget development and operational processes for the Office for People with Developmental Disabilities, Office of Mental Health, Office of Addiction Services and Supports, Justice Center for the Protection of People with Special Needs, and the New York State Council on Developmental Disabilities. In that capacity, the successful candidate will provide overall office management and administrative activities.

Responsibilities

- Schedule/plan meetings, for the Unit Head, Assistant Unit Head, and others in the unit as necessary, with others in DOB, Chamber, the Legislature, agencies, advocacy organizations, and prospective employees, among others.
- Field/answer inquires and route calls, emails, and “snail” mail for the Unit Head, Assistant Unit Head, and others in the unit as necessary.
- Support onboarding/offboarding of unit employees and ensure that all employees, including current unit staff, have appropriate workstations, computers, phones, and other equipment.
- Ensure that the unit has adequate office supplies, issues with functionality of printers and other shared technology are addressed, and issues with office space (e.g., windows, heat/AC, lights) are promptly resolved.
- Plan and manage the intake, organization, and distribution of documents such as budget-making materials.
- Type and format documents for use by the Unit Head and Assistant Unit Head, and others in the unit as necessary.
- Coordinate the routing and completion of assignments for the unit.
- Maintain and update electronic files, DOB distribution lists, and provide other necessary administrative duties to manage the unit’s work and processes.
- Inventory/track status of unit briefing memos.
- Inventory/track status of Medicaid rate requests, Federal Public Notices, and State Plan Amendments for Mental Hygiene services.
- Manage unit-wide alternative work schedule and vacation schedule calendars.
- Distribute Budget Director Approval (BDA) requests for unit review and analysis.
- Utilize DOB/State applications to validate bill memos, route transactions, financial system journal entries, and agency spending requests in coordination with Unit Head or Assistant Heads approval.



Qualifications

The successful candidate should have excellent interpersonal and communication skills and must enjoy working in a fast-paced team environment that is focused on creating positive results and outcomes. The candidate must be able to work proficiently in the Microsoft Office Suite (e.g., Outlook, Excel, and Word) and learn to use other State financial and personnel management databases and software. Administrative support experience in a similar capacity is strongly desired. Occasionally, overtime may be required on evenings and weekends during times of peak workload.

Benefits of Working at DOB

Learn about DOB's benefits: including health and wellness perks; work-life balance programs; and learning and development opportunities at <https://www.budget.ny.gov/employment/benefits.html>.

Experience of Working at DOB

Entry level analysts benefit from the knowledge and mentoring of seasoned staff while learning policy development and implementation. For more on what it's like to work at DOB, check out DOB's Employment [video series](#).

How to Apply

To be considered for this or future positions with DOB, please complete the [Online Employment Application](#) and select "Administrative Assistant" as the Title Applying For. Applications are held in DOB's resume database for three months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the DOB, or if you have any questions about working for DOB, please contact personnel@budget.ny.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The Division of the Budget is proud to be an equal opportunity employer. We celebrate diversity and encourage women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. We do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity and/or expression, age, veteran status, disability status, arrest record or criminal conviction history, or any other category protected by law.

We are happy to provide religious accommodations during the hiring process for those in need. If you have a disability or special need that requires a reasonable accommodation, please send a request to personnel@budget.ny.gov.

Executive Order 161

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 Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.