



Division of the Budget

General Government Section Head

Public Protection Unit

General Government Team

Reference #19-04

Serving as Section Head for General Government, the incumbent will supervise the section responsible for all aspects of budgeting for essential government services (including the Office of General Services, Department of Civil Service, Governor's Office of Employee Relations); regulatory and oversight entities (Office of the Inspector General, Joint Commission on Public Ethics, State Liquor Authority/Alcoholic Beverage Control, Workers' Compensation Board, State Insurance Fund); the operations of separately elected officials (Office of the State Comptroller and the Department of Law); and the Legislature.

This assignment offers a broad range of opportunities to assist with advancing the Governor's initiatives towards organizational efficiency, effective operations; and a transparent and responsive state government.

Responsibilities of the Section Head for the General Government Team would include, but are not limited to:

- Develop and defend budget recommendations that are both creative and strategic;
- Assist in overseeing the implementation of Enacted Budget actions and initiatives, which includes identifying next steps and keeping projects on-track;
- Work closely and cooperatively with colleagues in all DOB units, Governor's administration and other State agencies;
- Represent the Public Protection Unit Chief and/or the Director, as directed, regarding matters and certain events relating to disaster preparedness and response; and
- Develop junior staff.

Qualification/Skills:

The successful candidate must have strong analytical and communication skills, both written and oral, demonstrate an attention to detail, possess good interpersonal skills, and have the ability to work well both independently and as part of a team.

How to Apply:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Section Head – General Government" in the Title Applying For section. 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.

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