



# Division of the Budget

## **Administrative Assistant**

### **Economic Development, Environment and Energy Unit**

**Reference #21-51**

The incumbent will serve as the Office Manager for the Economic Development, Environment and Energy Unit (EPU) and the Transportation, Technology and Workforce Unit (TWU) of the Division of the Budget. These units consist of professional staff who are responsible for the preparation, negotiation and implementation of a wide range of State Agency and Public Authority budgets.

The Office Manager reports directly to the Unit Head and will play an integral role in managing unit work production processes, including ensuring that work assignments are distributed to unit staff on a timely and proactive basis and being responsible for follow-up and tracking within the unit to ensure that these products are completed timely and accurately. The Office Manager will ensure that Unit Management is provided with general office support and reception, including answering phones for senior staff, maintaining electronic and paper files, scheduling meetings, receiving visitors, identifying and managing maintenance issues with office equipment, and inventorying and ordering office supplies.

Overtime may be needed on evenings and weekends during times of peak workload, generally associated with development and negotiation of the Budget and the close of the Legislative session.

#### **Qualification/Skills:**

The successful candidate will have strong positive interpersonal and communication skills and must enjoy working as part of a fast-paced team 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 the use of other State financial and personnel management databases and software. Administrative support experience in a similar capacity is strongly desired.

#### **How to Apply:**

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Administrative Assistant, NS" 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 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](mailto:personnel@budget.ny.gov).

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