



Division of the Budget

Administrative Assistant Budget Planning, Operations and Management Unit Reference #21-61

The successful candidate will serve as the Office Manager for the Budget Planning, Operations and Management Unit (BPU) consisting of 20 professional staff responsible for overseeing the budget development and management processes.

Candidates should possess a professional and helpful demeanor as this position has frequent interaction with DOB and Executive Chamber staff at all levels. Occasionally, overtime may be required on evenings and weekends during times of peak workload.

Responsibilities of the Administrative Assistant would include, but are not limited to:

- Reporting directly to Unit Chief and Assistant Unit Chief, including answering phones, scheduling meetings and maintaining calendars;
- Typing and formatting documents for use by Unit Chief and Assistant Unit Chief, Deputy Directors, the Director and Executive Chamber staff, to ensure quality and consistency;
- Gathering agenda items and note taking for several on-going meeting series;
- Coordinating the routing and completion of assignments with the Division's support staff, including providing clarification to examiners, as appropriate;
- Distributing agency-wide policy documents such as Budget Bulletins, Budget Reporting Manual items and the annual Call Letter;
- Plan and manage the intake, organization and distribution of documents such as budget-making materials; and
- Maintaining and updating electronic mailing and Division distribution lists, and providing for all other necessary administrative duties to manage BPU's work and processes.

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.

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