



Division of the Budget

Budget Fellow

Economic Development, Environment and Energy Unit

Economic Development Team

Reference #21-69

The successful candidate will be a member of the Economic Development and Regulatory Section, which has budgetary responsibility for several Executive programs, State Agencies and Public Authorities. This individual will be a member of a four-person team and responsible for budgetary and grant process oversight for several capital programs and their implementing authorities, including:

The Dormitory Authority of the State of New York (DASNY)
State and Municipal Facilities Program (SAM)
Various Legacy Discretionary Capital Programs
Lake Ontario Resiliency and Economic Development Program (REDI)

This portfolio contains several discretionary capital funding streams and a mix of operational and research responsibilities. This position will offer the successful candidate an opportunity to work on a multi-billion-dollar portfolio of high-profile and often politically-sensitive projects for several categories of grant recipients. The incumbent may also be tasked with special economic development research projects, as needed by the Unit Chief and/or Front Office. Additionally, the candidate may also be exposed to cross-training opportunities for other responsibilities within the Section. Further, this position will be heavily involved in a significant process improvement project to make the Division discretionary capital grant management system more efficient.

Responsibilities of the Budget Fellow on the Economic Development Team would include, but are not limited to:

The individual's assignment will include developing and reviewing budget and programmatic recommendations for discretionary capital programs; aiding with the implementation of enacted budget initiatives; representing the Division in meetings with agency fiscal and program staff; drafting legislation and bill memorandums; tracking grant execution, disbursements, and program effectiveness; providing periodic reports to management; and other functions as assigned.

Qualification/Skills:

Candidates should have strong analytical, written, and verbal communication skills; the ability to think creatively and strategically; and the ability to work independently and as a member of a team. Candidates are also expected to be proficient in the use of office technology and Microsoft applications.

How to Apply:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Economic Development" in the Professional Interests 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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