



# Division of the Budget

## Budget Fellow

### Human Services, Housing and Intergovernmental Relations Unit

#### Housing Team

Reference #21-95

The Human Services, Housing, and Intergovernmental Relations Unit (HIU) oversees the Office of Temporary and Disability Assistance, the Office of Children and Family Services, the Department of Labor, State housing programs, the Division of Human Rights, and the Division of Veterans Services. The Unit is also responsible for intergovernmental coordination and policy, including oversight of local government finances.

This position will be part of a team responsible for budget development and execution for the State's housing agencies and authorities that are charged with promoting, preserving, and expanding the availability of affordable housing in the State. Those entities include: the Division of Housing and Community Renewal, the Housing Finance Agency, the State of New York Mortgage Agency, the Affordable Housing Corporation, the Housing Trust Fund Corporation, and the Roosevelt Island Operating Corporation. The position will have a particular focus on capital projects.

#### **Responsibilities of the Budget Fellow on the Housing Team would include, but are not limited to:**

- Developing and assessing proposals related to the State's mission to preserve, promote, and expand the availability of affordable housing for low and middle income residents and for various special populations;
- Developing and analyzing proposals for programmatic improvements in agency and program operations;
- Developing policy and fiscal recommendations for the Executive Budget;
- Reviewing and preparing recommendations on the board activities of the housing public authorities;
- Tracking revenues, disbursements, and staffing against fiscal and personnel plans; and
- Tracking and analyzing legislation.

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

- Strong oral and written communication skills;
- Strong analytic skills and the ability to participate in the identification, formulation, and presentation of ideas, approaches, and solutions necessary to support and advance budget recommendations and program operations;
- Good interpersonal skills, and the ability to effectively work across DOB Units and with others including State agency staff;
- The ability to handle multiple competing assignments at a time; and
- Proficiency in office technology and basic 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 "Housing" 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](mailto:personnel@budget.ny.gov).

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