

## **Administrative Assistant, NS**

### **Health Unit**

#### **Reference #23-32**

The position is for an Administrative Assistant within the Health Unit of the Division of the Budget (DOB). The Unit consists of nearly 40 professional staff that are responsible for the oversight of the Medicaid Program and health care finance and the preparation and negotiation of the Department of Health, Office of the Medicaid Inspector General, and Office for the Aging annual budgets. The Administrative Assistant is an essential member of a support team and will work with Unit staff, at the direction of Unit management.

#### **Responsibilities of the Administrative Assistant in the Health Unit would include, but are not limited to:**

- Assisting in the coordination of Unit workflow, including: organizing assignments and distributing tasks; tracking progress of assignments; collecting and reviewing submissions for format-constancy, accuracy, scope and tone; creating work-product packages for Senior Management review and highlighting decision points; prioritizing agendas for Senior Management based on deadlines and urgency; communicating Senior Management package decisions to staff and follow up on additional needs and requests.
- Assisting with development and implementation of Unit work plans, including researching historical programs, proposing assignment strategy and schedule.
- Providing critical support in the coordination of Unit onboarding and offboarding.
- Organizing ongoing daily office operations, including maintaining electronic and paper files; reception of visitors, scheduling, travel coordination, and equipment maintenance.
- Processing approvals of Unit workflow.
- Maintaining Unit records.
- Compliance with project Sunlight.
- Conducting records searches for FOIL requests.
- Conducting studies, researching and preparing reports, written communications and recommendations.
- Managing Unit communications within DOB and outside stakeholders.

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

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

The successful candidate will have strong interpersonal, communication, and organizational skills and enjoy working in a fast-paced team environment. The candidate will have exceptional organizational skills and have the ability to work proficiently in the Microsoft Office Suite (e.g., Outlook, Excel and Word) and learn the use of other State financial databases. Administrative support experience in a comparable capacity and an interest in health care finance, budgeting, or continued professional development within the Division of the Budget, is desirable.

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

To be considered for this or future positions with the DOB, please complete the [Online Employment Application](#) and select "Program Aide" in the Title Applying for section. Applications are held in the DOB'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 DOB, please contact [personnel@budget.ny.gov](mailto:personnel@budget.ny.gov).