



Division of the Budget

Office Manager, Eq. M/C-13

Salary Range: \$50,408 - \$63,319

Reference #23-63

The incumbents will serve as an Office Manager in one of the line units in the Division of the Budget (DOB), consisting of professional staff responsible for overseeing the budget development and operational processes for State agencies. Reporting directly to Unit Head and Assistant Unit Head, the incumbent will provide overall office management and administrative activities.

Responsibilities of the Office Manager would include, but are not limited to:

- Answering phones, scheduling meetings, and maintaining calendars.
- Typing and formatting documents for use by Unit Head and Assistant Unit Head, 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.
- Distributing Budget Director Approval (BDA) requests for agency-wide review and analysis and developing memos to solicit Deputy Director and Director approval.
- Coordinating the routing and completion of assignments with DOB'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.
- Planning and managing the intake, organization, and distribution of documents such as budget-making materials.
- Maintaining and updating electronic files and DOB distribution lists and providing for all other necessary administrative duties to manage the Unit's work and processes.

Qualification/Skills:

The successful candidate will have strong interpersonal and communication skills and must enjoy working in a fast-paced team that is focused on creating positive results and outcomes. The candidates must be able to work proficiently in the Microsoft Office Suite (e.g., Outlook, Excel, and Word) and learn to use other State financial and personnel management database and software. Administrative support experience in a similar capacity is strongly desired. Occasionally, overtime may be required on evenings and weekends during times of peak workload.

How to Apply:

To be considered for this or future positions with the Division of the Budget, please complete the [Online Employment Application](#) and select "Administrative Assistant, NS" in the Title section. Applications are held in DOB's resume database for three 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 DOB, please contact personnel@budget.ny.gov.

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