



Division of Administrative Services
Administrative Services Bureau—Albany
Upstate Deputy Director
Reference No. ASB_ALB_UDD_6336

Application Deadline is August 23, 2024

The Office of the New York State Attorney General's (OAG) [Administrative Services Bureau](#) (ASB) is seeking an experienced candidate for the position of Upstate Deputy Director. The primary responsibility of the Deputy Director is ensuring the effective daily management and operation of the OAG's Albany and Upstate Regional offices comprising approximately 400,000 square feet of real estate and 1,350 seats. Additionally, the Deputy Director will supervise ASB's upstate team, overseeing daily team operations and ensuring OAG workplace safety by managing the Office's dedicated Statewide Security Management Program and health and safety initiatives. The Deputy Director role is based in Albany and will report to ASB's Statewide Director.

Duties:

- Supervising ASB's upstate team, which includes staff working in facilities management, security, health and safety, management of the agency's forms, and the agency's Facilities Management Software, Archibus. In addition, providing management support to ASB's programs including copy services, office services, records, and the warehouse;
- Liaising regularly with internal agency managers, high level executives, OAG staff from across the State, building managers, consultants, and vendors on current and prospective projects;
- Developing and implementing ASB policies, initiatives, and procedures;
- Creating and managing facilities related project plans, delegating effectively, ensuring there are open and productive communications between all parties/stakeholders, implementing quality controls, and delivering facilities projects with minimal business interruption, inconvenience, lost time, or resources;
- Analyzing and developing project budgets, RFIs, purchases, and contracts;
- Responding to emergencies and lease compliance issues;
- Conducting special studies and research projects on a variety of program issues, including financial analyses, business continuity, disaster preparedness, and new program initiatives; and
- Preparing a variety of documents including written reports and analyses in narrative, tabular reports, PowerPoint presentations, letters, forms, policies, work plans, and standard operating procedures.

Qualifications:

- **At least five (5) years of experience in a facilities management role** demonstrating an increasing scope of work and level of responsibility;
- **At least three (3) years of experience supervising**, coaching, and mentoring professional and support staff;
- Excellent project management skills, including prior experience developing management reports, processes, and systems that predict timely results within budget;
- Prior, relevant work experience in city or state government is a plus;
- Proactive, motivated, well-organized, and task-oriented, must be able to meet tight deadlines and self-manage priorities;
- Team and customer focused with excellent interpersonal, written, and verbal communication skills with the ability to liaise with staff at all levels;
- Strong analytical, writing, and presentation skills;

- Proficient at using Microsoft Outlook, Microsoft Access, Microsoft Excel, and Adobe Acrobat, including the ability to readily learn and use new software applications/platforms;
- Availability for periodic travel within New York State, including some overnight travel, a valid New York State Driver's License and the ability to operate a motor vehicle are required; and
- Periodic availability outside of standard business hours is also required.

The annual salary for this position is \$114,824. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications are being received online. To apply, please click here: [ASB ALB UDD 6336](#)

To ensure consideration, applications must be received by close of business on August 23, 2024.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
 - Provide a sample that you feel best demonstrates your writing and analytical abilities.
 - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
 - Only submit professional references (i.e., supervisor or professor), supervisory references are preferred.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: www.ag.ny.gov