Temporary Assistance Specialist 1 RIS

Announcement Posted:
09/02/22

Responses must be hand delivered or postmarked by:
09/12/22

Salary Range:
$61,270 to $77,912

Location:
Bureau of Housing and Refugee Services
Bureau of Refugee Services
40 North Pearl St
Albany, NY 12243

Grade:
18

# of Positions:
1

Candidates Must Meet the Following Qualifications:
Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;
View a complete listing of 70.1 transferable titles; OR
Reachable on the appropriate eligible list in Albany.

Duties of Position:
Duties include, but are not limited to:

• Manage the state procurement process for contracts using Grants Gateway;

• Develop new contracts and amend continuing contracts as needed;

• Monitor program and contractor performance;

• Provide program technical assistance and training;

• Coordinate activities involving internal and external auditors/investigators when necessary;

• Manage data and the operation of the Bureau of Refugee Services (BRS) Information Network client data system;

• Prepare data for required federal program reports and any ad hoc internal management reports.
Conditions of Employment:
A full-time permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

Remarks:
- Candidates should reference posting 22-211 when submitting your application.
- If submitting electronically, please reference posting 22-211 as part of your subject line.
- If you are interested in applying to this position, please visit how to apply for applicant instructions.