



One State Street, New York, NY 10004

**An Equal Opportunity/Affirmative Action Employer**

## **Announcement of Intention to Fill Job Vacancy**

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### **Director of Scheduling**

**Location: One State Street, NYC**

**Business Unit: Executive Office**

**Negotiating Unit: Management/Confidential (M/C)**

**Please note that a change in negotiating unit may affect your salary, insurance and other benefits.**

**Salary: Commensurate with experience.**

**Please note that positions located within the New York City metropolitan area, as well as Suffolk, Nassau, Rockland, and Westchester Counties, are also eligible to receive an additional \$3,026 annual downstate adjustment.**

**Appointment Status: This is an appointment to a position in the exempt jurisdictional class.**

**Appointment to this position is pending Division of Budget approval to fill.**

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The Department of Financial Services ("Department") is seeking candidates for the detail-oriented position of Director of Scheduling. The Director of Scheduling will function with a great degree of independence in providing complex scheduling support directly to one or more members of the senior executive staff. An ability to function in a fast-paced and results driven environment is critical. Discretion, tact, judgment and diplomacy skills are essential. As such, confidentiality and sensitivity to higher level, policy making activities is critical. Other duties include, but are not limited to, the following:

- Maintains extremely busy, frequently changing calendars of executives, including scheduling of meetings, calls, speaking engagements and conferences;
- Plans several weeks in advance to allocate sufficient time for research, briefing, preparation and travel;
- Manages ongoing communications with external stakeholders, ensuring prompt responses and scheduling and preparation of relevant meetings and communications;
- Coordinates with multiple Divisions of the Department to gather recommendations and analysis;
- Submits research requests and provides updates to ensure timely receipt of materials for executive meetings;
- Prepares daily briefings of new requests, ongoing matters, and other issues of concern to raise with executives;
- Works closely with executive assistants to ensure administrative needs of executives are met;
- Transmits directives to appropriate staff and follows up to ensure instructions are adhered to and deadlines are met; and
- Performs other duties as assigned.

#### **Skills Requirements:**

- High level executive support, scheduling and coordination experience.
- Highly organized and careful worker, self-motivated and capable of prioritizing and managing multiple, time sensitive tasks.
- High level of discretion handling confidential matters.
- Adaptable to the specific organizational needs of executives and able to make continual improvements to process and workflow.
- Ability to manage competing priorities while maintaining a high level of attention to detail.
- Word processing skills/abilities are a mandatory component of the assignment. Computer proficiency in Microsoft Office Suite, including Outlook, Word, Excel, etc. is required.
- Lean Six Sigma experience is desirable.

**Appointment method:**

This is an appointment to a position in the Exempt jurisdictional class. As such, the incumbent of this position would serve at the pleasure of the appointing authority.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than September 30, 2019** to the email address listed below. Please include **(Box DIRSCHED-00130)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Denise Rotunda  
Box DIRSCHED-00130  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
**Email: NCE.Notifications@dfs.ny.gov**  
Fax: (518) 402-5071

**All candidates that apply may not be scheduled for an interview**

**AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS**

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

***Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov***