

**Position Title:** Construction Services Specialist  
**Department:** Upstate NY/Construction  
**Location:** Rockland PC/ Orangeburg, NY  
**Hiring Rate:** \$44,015  
**Bargaining Unit:** CSEA  
**Posting Date:** October 28, 2021

## Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

## Applicant Instructions

To apply for available job opportunities:

- Go to [UltiPro](#) > Menu > Myself > My Company > View Opportunities.
- Select the employment opportunity you wish to apply for and click “apply now”.
- Upload a resume and complete the application process.
- If you wish to submit a cover letter, you may do so by utilizing the “upload document” feature within the internal application.

*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](mailto:info@goer.ny.gov).*

# Position Description

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<b>Position Title:</b>	<b>Construction Services Specialist</b>
<b>Grade/Classification:</b>	<b>2(D1) – Para &amp; Entry Level Professional I</b>
<b>Bargaining Unit:</b>	<b>CSEA</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>

Last Revised: October 27, 2021

## Primary Purpose

The Construction Services Specialist works with various financial and construction systems/applications to assist DASNY personnel and clients in the management of project related data.

## Essential Functions

- Manage project financial and non-financial information in the systems critical to successful client and management reporting.
- Manage, prioritize and/or perform clerical and administrative workload; assign and monitor completion of work.
- Review and/or approve documents, reports and other tasks and assignments performed by clerical staff.
- Develop, prepare and maintain various reports, documents, spreadsheets, databases, logs and charts of moderate complexity requiring use of intermediate and advanced computer application skills.
- Analyze data, detect and correct problems in the financial management and project management systems to insure data integrity within and between systems.
- Process various project specific activities in the financial and project management systems including, but not limited to, project set-up requests, budget changes and reallocations, contract amendments and change orders. Working with financial and project management systems and DASNY personnel, analyze project and contract eligibility for close-out.
- Coordinate, facilitate and administer project close-out process.
- Manage client access to the Project Status Report and other reports on DASNY's Extranet, and establish channels of communication with DASNY's external clients for this purpose.
- Conduct project site visits; provide project administration and support to onsite project management at various field sites for extended periods of time.
- Train internal and external systems users.
  - Recommend and develop improvements to unit processes, documents and forms.
  - Assist in monitoring the unit budget, prepare payment documentation and purchase order requisitions.
  - Assist in the development, testing and implementation of computerized systems applications
  - Research information, prepare moderately difficult analysis and present findings.
  - Confer and/or correspond with internal and external parties to assure proper completion forms, documents and other materials in accordance with applicable requirements, identify and describe potential problems or delays encountered and relay relevant information to unit manager/supervisor

## Other Duties and Responsibilities

- Manage e-mail distribution lists for internal and external users of Contract Manager, PSR and other reports.
- May train and evaluate employees.
- Assist with the documentation and implementation of procedures.

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- Assist with internal controls implementation, review and testing.
- Undertake special assignments as directed.
- Must maintain regular attendance in accordance with DASNY attendance and leave policies.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet).

## Supervision

Supervision of employees may be required.

## Physical/Mental/Visual Demands

Frequent travel is required using public transportation, DASNY vehicle, rental vehicle or personal vehicle. This travel may include weekly travel and occasional extended overnight stays at public accommodations and related establishments. Overtime or extended work hours may be required.

## Work Environment

Standard office environment, including the use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, electronic stapler/hole punch/date stamp, shredder.

## Minimum Qualifications

Associate's degree plus three years relevant experience or High School diploma or equivalent plus four years of DASNY relevant experience. Must possess a valid driver's license.

## Preferred Qualifications

Bachelor's degree in Computer Science, Business Administration, Construction Technology or related field plus one year relevant experience. Experience with JD Edwards and Contract Manager preferred. Must possess a valid driver's license.

## Essential Skills

- Basic knowledge of the construction process.
- Excellent oral and written communications skills.
- Demonstrated analytical skills.
- Strong interpersonal skills.
- Proficiency in PC applications such as Outlook, Excel, Word and Access.
- Demonstrated ability to work independently and exercise sound judgment.