

Director of Intergovernmental Affairs

Announcement Posted:

2/5/2026

Responses must be hand delivered or postmarked by:

3/7/2026

Salary Range:

\$115,283 - \$145,682

Location:

External Affairs
40 North Pearl Street
Albany, NY 12243

Grade:

NS (Equated to M-3, Management/Confidential)

of Positions:

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Candidates Must Meet the Following Qualifications:

Minimum Qualifications: Bachelor's degree and six years of relevant experience.

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Duties of Position:

Reporting directly to the Deputy Commissioner of External Affairs, the Director of Intergovernmental Affairs will serve as the liaison and Agency advocate to the Legislature and to Federal, State, and local government officials. Duties include, but are not limited to, the following:

- Coordinate the Agency's policy development process, work with the Division of Legal Affairs, the Executive Chamber and other Agency Executive Staff.
- Work with the Deputy Commissioner of External Affairs, Commissioner, and the Executive Deputy Commissioner in establishing department legislative goals.
- Advocate for bills of importance to the Agency, generate support for the legislation, and review, provide analysis and track pending and proposed bills.
- Maintain liaison with members of the Executive Chamber, as appropriate.

- Foster cooperative relations with members of the Legislature and local and federal elected officials (and their staff) by assuring that they are informed about Agency programs and services.
- Serve as an Agency contact for legislative members, local government officials, to present items of concern or mutual interest. Frame the concern, define areas of responsibility, identify and investigate options, and recommend courses of action.
- Respond to telephone and written inquiries received from Congress and State Legislators on constituent or other concerns.
- Coordinate the development of the Office of Temporary and Disability Assistance's (OTDA) Federal agenda.
- Monitor and report on federal and State legislative activities that are OTDA-related activities.
- Facilitate the development of strategies for communicating OTDA's positions on federal issues to the Governor's Washington Office, as appropriate.
- Assist in the development of strategies and communicate the Agency's position on State issues to the Governor's Office, as appropriate.

Working for New York State:

As a New York State employee, you are afforded great fringe benefits totaling in excess of 60% of your salary. Our comprehensive package includes:

- Health care coverage with provisions for hospitalization, medical/surgical coverage, prescription drug benefits, dental, and vision;
- Generous vacation, personal, and sick leave benefits;
- Up to thirteen paid holidays per calendar year;
- Pre-Tax Health Care;
- Voluntary enrollment in deferred compensation plans;
- Access to financial assistance for further career-related study;
- Membership in the New York State Retirement System
- Paid Parental Leave
- Employee Assistance Program (EAP)

Conditions of Employment:

A full-time, exempt appointment will be made. A background check and fingerprinting of the selected candidate will be required. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

Remarks:

- **Candidates should reference posting #26-017 when submitting your application.**
- **If submitting electronically, please reference posting #26-017 as part of your subject line.**

- If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.