



**ANDREW M. CUOMO**  
Governor

**KEVIN P. BRUEN**  
Acting Superintendent

**POSTING DATE: 06/04/2021**

**APPLICATION DUE BY: 06/14/2021**

**Title:** Aircraft Scheduling Assistant  
Starting Salary: \$51,576.00

**Location:** Aviation - Albany  
Latham, NY 12110  
Albany County

**Grade:** 15

**Employment Type:** Full Time

**Work Days:** Monday-Friday

**Union Representation:** M/C

The Aviation Unit is a twenty-four hour, seven-day a week operation. The Aircraft Scheduling Assistant, SG-15, must be willing to work Monday through Friday, rotating weekly between the 7:00 am to 3:00 pm shift and the 3:00 pm to 11:00 pm shift with flexibility to start early or work late consistent with operational needs and must also be available to work additional time on weekends consistent with operational needs.

### **DUTIES**

- Manages the dispatch operations of all Division Aviation Unit stations. This includes dispatching aircraft on a variety of missions including executive airlift, medevac, search & rescue, forest fire fighting, and utility operations. This involves maintaining a roster of available crews and aircraft, scheduled missions, and points of contact. Also, informs crews and support personnel of mission assignments and subsequent changes. Keeps mission requestors informed as to the status of missions to include weather conditions, airport delays, and changes to equipment.
- Acts as central point of contact for requests for executive airlift. Receives all incoming requests for travel and makes initial determination of eligibility and availability of equipment and personnel. Coordinates with the Governor's scheduling staff and the Protective Services Unit for release of equipment to support State Officials. On a monthly basis, provide usage report for executive travel and forwards to the Executive Chamber.
- Assists the Chief Pilot to include advance-planning for all executive and utility missions. This includes providing support, as required, to help assure that all necessary planning aspects have been addressed prior to the execution of the assigned mission. Evaluate crew duty day limitations and crew rest criteria and advise if guidelines are exceeded.
- Responsible for flight dispatch, creation of passenger manifests, flight following, and coordination of changes in itinerary and/or equipment. Assures that crews are notified of the missions in a timely manner and that all changes to the flight schedule are properly addressed. Maintains close control of deployed crews, at all times, so as to assure maximum flexibility.

### **DUTIES (continued)**

- Supplies existing and forecast weather conditions and aircraft maintenance status to the Chief Pilot to determine if operating environment permits execution of the assigned mission by the assigned aircraft. Queries the National Weather Service and aviation weather sources for the most current weather information to *include* current terminal area forecasts for the entire State of New York, and for affected airports or areas included in projected operations. Monitors airport delays, TFR's, SIGMET's, and PIREP's along the anticipated flight path.
- Acts as the point of contact with the Federal Aviation Administration (FAA) to facilitate charter requests for state officials and to maintain the accuracy of the Unit's Washington D.C. Special Flight Rules Area waiver (SFRA).
- Acts as a liaison to the Albany Airport Authority Operations and Administrative contacts.
- Assists in routine stenographic and clerical duties. This includes providing support on an as needed basis for receptionist and secretarial requirements. Receives incoming calls, directs questions, and types correspondences and monthly reports.
- Other duties as assigned by the Director of Aviation or designee.

### **MINIMUM QUALIFICATIONS**

- Outstanding Organizational skills in order to organize flights.
- Ability to decipher weather material in order to coordinate flights with Protective Services Unit.
- Excellent communication skills as position deals with the Executive Chamber.
- Knowledge of Microsoft Office products in order to generate monthly statistical reports for the Governor's Office as well as retrieval of manifest archives.

*Preference will be given to candidates who possess an FAA Dispatcher's license, Airman's certificate, or candidates who have prior aircraft or emergency services dispatching experience.*

### **HOW TO APPLY**

Kindly submit via U.S. Mail, FAX or email a letter of intent and complete resume to:

Ms. MaryEllen Tedesco, Director of Human Resources  
Attention: Civilian Hiring Unit  
New York State Police  
Building 22  
1220 Washington Avenue  
Albany, NY 12226  
  
Phone: 518-457-3840  
Fax: 518-485-2293  
Email: [personnel@troopers.ny.gov](mailto:personnel@troopers.ny.gov)