



Our Future Starts
With *you!*

POSITION: Budget Analyst

DEPARTMENT: Management and Budget

SALARY RANGE: \$55,000-\$67,000

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

RESPONSIBILITIES:

Incumbent in this class is responsible for the supervision and preparation of the Annual County Executive Budget, the compiling of statistical data, and the preparing of written analytical narratives. The incumbent also advises the County Executive on policy matters related to the County budget, prepares special project budgets, classifies and monitors budgetary accounts, and researches and develops management and budget policy on behalf of the County Executive. The incumbent analyzes and monitors fiscal indicators and department spending relevant to the adopted budget. The work is performed under the supervision of the Commissioner of Management and Budget with assistance by the Senior Budget Analyst. Incumbent may assist in training personnel. Does related work as required.

MINIMUM QUALIFICATIONS:

- A.** Graduation from a regionally accredited or New York State registered college or university with at least a Master's Degree in Accounting, Economics, Public Policy, Business Administration, Public Administration, Political Science or closely related field; **OR,**
- B.** Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's Degree in Accounting, Economics, Public Policy, Public Administration, Political Science Or Business Administration or closely related field, and two (2) years of full-time paid experience in budget administration, policy analysis, budget analysis, budget research, or a closely related field.

POINT OF CONTACT FOR INQUIRIES:

Amanda Brady
112 State Street
Albany, NY 12207
Amanda.brady@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

