



Our Future Starts
With *you!*

POSITION: Policy Analyst

DEPARTMENT: County Executive's Office

SALARY : \$50,000—\$57,743

WORK HOURS: 8:30am to 4:30pm, with Occasional Evenings Required

WORK LOCATION: 112 State Street Room 1200, Albany, NY 12207

BENEFITS:

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

RESPONSIBILITIES:

An employee in this class performs analysis for the County Executive in program evaluation, as well as analysis of current management policies, procedures and operations. Work is multi-disciplinary in nature; however, each analyst is assigned specified topical areas of county government. The incumbent is expected to exercise some independent judgment and initiative in carrying out assignments. Duties are performed under the general supervision of the Deputy County Executive or Director of Policy. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with a Master's Degree in Finance, Accounting, Political Science, Economics, Sustainability, Public Administration, Public Policy, Business Administration, Urban Policy, Social Welfare or a closely related field; *OR*,
- B. Graduation from an accredited college or university with a Bachelor's Degree in Finance, Accounting, Political Science, Economics, Sustainability, Public Administration, Public Policy, Business Administration, Urban Policy, Social Welfare or a closely related field and two (2) years of experience in public policy development or a closely related field.

Please include a copy of your resume and transcript with this application.

POINT OF CONTACT FOR INQUIRIES:

Cameron Sagan, Director of Policy

Cameron.sagan@albanycountyny.gov

