



Our Future Starts
With *you!*

POSITION: Operations Analyst (HELPS)

DEPARTMENT: Albany County Executive's Office

SALARY : \$62,000-\$68,959

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

WORK HOURS: 8:30AM-4:30PM (Occasional evenings required)

BENEFITS:

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

DESCRIPTION:

Under the general supervision of the Associate Director of Fiscal Operations, or designee, an incumbent of this class is responsible for the management, coordination and supervision of all financial services of the department. Responsibility includes management of the department's budget, payroll/personnel functions, management information systems, accounts payable, billing, contract management, financial reporting, grants management and regulatory compliance. Incumbents must exercise keen analytical and management skills, effective written and oral communication skills and be able to respond to multiple issues involving a broad range of subject matter. This includes monitoring all revenues and expenditures, and overseeing grant reporting. The incumbent acts as administrative advisor to the Associate Director and departmental staff and, in addition, acts as a liaison between the department and the Department of Management and Budget, Purchasing, Law Department and other departments and Boards in the absence of the Associate Director. The incumbent has latitude for exercising professional judgment and initiative in coordinating the work of the fiscal department. Supervision is exercised over the work of subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS: *EITHER:*

1. Graduation from an accredited college or university with at least a Bachelor's degree in Accounting, Business Administration, Finance, Economics or a closely related field and two (2) years of experience in project maintenance or management; *OR,*
2. Graduation from an accredited college or university with an Associate's degree in Accounting, Business Administration, Finance, Economics or a closely related field and four (4) years of experience in project maintenance or management.

POINT OF CONTACT FOR INQUIRIES:

Wesley Hartmann– Operations Analyst

Wesley.hartmann@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.

