



Our Future Starts  
With *you!*

**POSITION:** Senior Budget Analyst (HELPS)

**DEPARTMENT:** Department of Management and Budget

**SALARY:** \$70,000-\$85,000

**WORK LOCATION:** In the City of Albany, In-Person

**BENEFITS:**

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

**DESCRIPTION:**

Incumbent in this class is responsible for the supervision of and participation in the preparation of a department's budget estimates, the compiling of statistical data and the preparation of written analytical narratives to accompany budget requests to the County Executive's Office. The duties include policy advice related to the budget request, the maintenance of special project budgets, classifying and monitoring budgetary accounts and the detailed analysis of organization procedures and management operations. The incumbent analyzes and monitors fiscal indicators and department spending relevant to the budget. This class differs from the class of Budget Analyst due to the higher detailed and more complex level of budget analysis required. Incumbent supervises and is responsible for training entry-level budget analysts. The work is performed under the supervision of his department head with wide range of leeway allowed for the use of independent judgment. Does related work as required.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from an accredited college or university with a Master's Degree in Accounting, Economics, Public Policy, Business or Public Administration, Political Science or a closely related field and one (1) year of experience in budget administration, budget analysis, budget research, policy analysis or a closely related field; OR,
- B. Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Economics, Public Policy, Business or Public Administration, Political Science or a closely related field and three (3) years of experience in budget administration, budget analysis, budget research, policy analysis or a closely related field.

**Please submit a resume and transcript with this application.**

**POINT OF CONTACT FOR INQUIRIES:**

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.

