



Our Future Starts
With *you!*

POSITION: Performance Management and Data Analytics Coordinator (HELPS)

DEPARTMENT: Department of Management and Budget

SALARY: \$75,000-\$90,000

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:

The work involves responsibility for the administration of program management, measurement practices, and oversight of data analytics and resulting policy implementation within Albany County. This position participates in communicating measurement standards and key performance indicators across multiple areas of county government. Travel during a workday may be required and assignments outside of normal working hours may be given. Work is performed under the general direction of the Commissioner of Management and Budget with a wide latitude allowed for the use of independent judgement. The incumbent will directly represent the Commissioner of Management and Budget while meeting with internal county departments as well as external entities. Direct and general supervision will be exercised over the work of subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with a Master's degree and one (1) year of experience using data analytic tools and/or low code development tools; *OR*,
- B. Graduation from an accredited college or university with a Bachelor's degree and three (3) years of experience years using data analytic tools and/or low code development tools.

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.

