



Our Future Starts  
With *you!*

**POSITION:** Business Relations Manager

**DEPARTMENT:** Albany County Division of Information Services

**SALARY RANGE:** \$85,000-\$96,970

**WORK LOCATION & HOURS:** 112 State Street, Albany, NY 12207, 8:30A-4:30P M-F

**BENEFITS:**

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ Public Service Loan Forgiveness

**DESCRIPTION:**

The Business Relationship Manager serves as a strategic partner between the Division of Information Services and County departments, responsible for aligning individual Department's business needs with technology solutions and enterprise priorities. The position leads the business analyst function and is accountable for departmental technology demand management, business process analysis, and the effective translation of operational needs into secure, scalable, and sustainable technology solutions. The position is responsible for ensuring alignment with enterprise architecture, cybersecurity requirements, and IT governance standards, while improving service delivery and user experience. Supervision is exercised over the business analyst unit. The incumbent may participate in governance bodies or steering committees to support prioritization and alignment of technology initiatives. Does related work as required.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from an accredited college or university with at least a Master's degree and three (3) years of experience in business analysis, systems implementation, IT project delivery, or related information technology fields; including one (1) year in a supervisory or administrative capacity; *OR*,
- B. Graduation from an accredited college or university with a Bachelor's degree and five (5) years of experience in business analysis, systems implementation, IT project delivery, or related information technology fields; including one (1) year in a supervisory or administrative capacity.

**Please upload a resume, certifications and transcripts with your application.**

**POINT OF CONTACT FOR INQUIRIES:**

Julie.carner@albanycountyny.gov

