



Our Future Starts
With *you!*

POSITION: Operations Analyst (HELPS)

DEPARTMENT: Albany County Executive's Office

SALARY RANGE: \$65,000-\$70,000

WORK LOCATION: 112 State Street, Albany, NY 12207 (may include travel to various County properties)

HOURS: 8:30A-4:30P M-F (occasional nights and weekends)

BENEFITS:

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

DESCRIPTION:

The role supports County operations by acting as a liaison for the County Executive's Office to coordinate major projects across departments, analyze and improve workflows, conduct research and cost benefit analyses, assist with grants and special initiatives, and prepare reports that guide operational efficiency and policy implementation.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with a Master's Degree in Finance, Political Science, Economics, Public Administration, Business Administration, Urban Policy or closely related field and one (1) year of experience in project management or construction management; *OR*,
- B. Graduation from an accredited college or university with a Bachelor's Degree in Finance, Political Science, Economics, Public Administration, Business Administration, Urban Policy or closely related field and three (3) years of experience in project management or construction management.

Please submit a resume with this application.

POINT OF CONTACT FOR INQUIRIES:

Wesley.Hartmann@albanycountyny.gov

Christopher.Conway@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.

