



Our Future Starts
With *you!*

POSITION: Policy Analyst

DEPARTMENT: Albany County Executive's Office

SALARY RANGE: \$56,300-\$66,300 (dependent on education and experience)

WORK LOCATION & HOURS: Albany, NY, 8:30A-4:30P (includes occasional nights and weekends as needed)

BENEFITS:

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

DESCRIPTION:

An employee in this class performs analysis for the County Executive in program evaluation, as well as analysis of current management policies, procedures and operations. Work is multi-disciplinary in nature; however, each analyst is assigned specified topical areas of county government. The incumbent is expected to exercise some independent judgment and initiative in carrying out assignments. Duties are performed under the general supervision of the Chief Policy Officer and/or the Deputy County Executive. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Master's Degree in Finance, Accounting, Political Science, Economics, Sustainability, Public Administration, Business Administration, Urban Policy, Social Welfare or a closely related field;
OR,
- B. Graduation from an accredited college or university with a Bachelor's Degree in Finance, Accounting, Political Science, Economics, Sustainability, Public Administration, Business Administration, Urban Policy, Social Welfare or a closely related field and two (2) years of experience in public policy development or a closely related field.

Please submit a resume, transcript, writing sample and references with this application.

POINT OF CONTACT FOR INQUIRES:

Cameron Sagan— Chief Policy Officer
cameron.sagan@albanycountyny.gov

