



Management and Budget Analyst

The Position

The **County Manager's Office** is currently recruiting for a **Management and Budget Analyst***. This position provides management support on the development and implementation of the County's Annual Operating and Capital Budgets. The Management and Budget Analyst serves as a liaison between the County Manager's Office and assigned County departments and reviews and analyzes budget requests, expenditures, agenda items, contracts, and other items requiring approval by the County Manager and the County Legislature. The incumbent is also responsible for monitoring programmatic, personnel and fiscal activities of assigned departments. The Analyst works with the Director of Management and Budget seeking opportunities to maximize revenues while simultaneously minimizing expenses to safeguard County taxpayers using data analytics and trend analysis. This position reports to the Director of Management and Budget and the County Manager. The incumbent does related work as required.

PLEASE NOTE: This position has been requested as part of the NYS HELPS Program and a NYS Civil Service examination may not be required.

Qualifications

- A. Possession of a master's degree* and two (2) years of experience working in the public sector performing administrative, analytical, budgetary, fiscal or programmatic tasks requiring analysis and interpretation of data; OR
- B. Possession of a bachelor's degree* and four (4) years of experience as listed in (A) above.

SPECIAL REQUIREMENT: Must have a valid license to operate a motor vehicle in New York State

Salary

The annual salary range for this position is \$66,378—\$89,600.

How to Apply

Interested candidates should submit a cover letter and resume by email to: manager@schenectadycountyny.gov, with reference number 1230/3271 included in the subject line. This recruitment will remain open until filled. Due to the volume of applications, we will not be able to respond to each applicant



Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis

Schenectady County offers exceptional benefits

Health Benefits

- Medical, Dental & Vision
- Prescription Drug
- Flexible Spending Accounts

Retirement and Savings Plans

- NYS Pension System
- 457(b) Deferred Compensation
- 529 College Saving Plan

Additional Benefits

- Paid Holidays
- Vacation, Personal, Bereavement, and Sick Leave
- Paid Family Leave for Bonding with Child
- Free Tuition at SUNY Schenectady and other Tuition Assistance
- Gym Reimbursement
- Free CDTA Bus Pass
- Employee Assistance Program

About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:

www.SchenectadyCountyNY.gov



Schenectady County Human Resources

620 State Street, 2nd Floor, Schenectady, NY 12305

(518) 388 - 4233 • www.SchenectadyCountyNY.gov