



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

DISTINGUISHING FEATURES OF THE CLASS:

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TYPICAL WORK ACTIVITIES (Illustrative only):

- Assists with the County's annual operating and capital budget processes, conferring with assigned departments on the preparation of their budgets;
- Analyzes and reports on the financial implications of proposed changes in programs or administrative methods;
- Assists with the coordination and preparation of reports to the County Manager, County Legislature, and/or Commissioner of Finance which summarize and project the County's overall financial position and positions of County Departments relating to revenues and expenses based on past, present, and future expected operation;
- Evaluates and recommends management strategies to maintain and improve the financial condition and operational effectiveness of the County;
- Assists in the development of various program and performance measures;
- Works with the Finance and Human Resources Departments tracking and monitoring workforce costs, including position control;
- Researches existing and projected changes to general and local economic, business, and financial conditions and their impact on the County's budget;
- Performs other tasks, duties, and responsibilities as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of financial administration including budgeting and reporting; Good knowledge of governmental programs, operations, goals, and objectives; ability to prepare detailed financial reports; Some knowledge of federal, state, and local laws, rules, and regulations as they relate to the position and its duties and responsibilities; Knowledge of principles, practices, and terminology of general and governmental public budgeting including budget preparation and analysis, monitoring, and forecasting of expenditures and revenues, and program evaluation; Strong technical skills, and an ability to identify challenges or problems and develop analytical strategies to work toward solutions; Ability to exercise sound judgement in establishing priorities, formulating recommendations, making decisions, and communicating with others; Ability to prepare and present complex subject matter in a concise, clear manner for consumption and understanding by others who are not subject matter experts; Ability to utilize common office software programs; Ability to establish and maintain effective working relationships with county staff and community organizations.

MINIMUM QUALIFICATIONS:

- 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
- 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

NOTE: *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.