



The City of New York
Office of Management and Budget
75 Park Place, New York, New York 10007

JOB TITLE: One (1) Analyst/Senior Analyst

CONTROL CODE: FPS-12-05

FIRE, PARKS AND SANITATION TASKFORCE

JOB DESCRIPTION:

The duties of this position encompass the following activities:

- Monitoring expenditures for the Department of Parks and Recreation (DPR) and the Landmarks Preservation Commission (LPC).
- Reviewing DPR requests for capital funding and project scope approval, including completion of Certificates to Proceed, Budget Code Modifications, and Commitment Plan changes.
- Monitoring major capital program initiatives, including waterfront park construction, stadia infrastructure development, and conversion of industrial or landfill space to recreational uses.
- Evaluating program performance in the Parks budget, including parks maintenance and cleaning, reconstruction of parks, playgrounds, ball fields, etc., planting of trees, rehabilitation of stadia, recreation centers, and other facilities, vehicle and equipment replacement.
- Acquiring and maintaining detailed knowledge of DPR and LPC operations and programs.
- Reviewing and making recommendations regarding funding and personnel requests for DPR and LPC.
- Preparing annual budgets for DPR and LPC, including City, Federal, State, and other funding.
- Monitoring financial plans for DPR and LPC, using the Financial Management System, and other software.
- Analyzing Federal, State, and Local legislation and regulations for fiscal impact on city parks.
- Developing cost reduction programs.

QUALIFICATIONS/REQUIREMENTS:

Analyst (\$52,438+): Bachelor's degree and a minimum of two years responsible administrative and/or budget experience; or an awarded Master's degree in Financial Management, Business, Public Administration or a field related to the specific assignment.

Senior Analyst (\$58,993): Bachelor's degree and a minimum of three years of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field, or a Master's degree in Business, Public Policy Administration, Finance, Economics, or related field, and one year of relevant experience.

Additional Requirements:

While not required, previous budget/finance experience *preferred*. The successful candidate must be able to maintain confidentiality, have excellent computer, quantitative, analytical and communication skills, both written and oral.

BENEFITS:

OMB offers a generous benefits package, including paid and/or accrued compensatory time.

HOW TO APPLY:

- Include the control code in the upper right hand corner of your resume.
- Submit resume, cover letter and salary history.
- Forward your information to:

NYC Office of Management & Budget
75 Park Place – 8th Floor
New York, NY 10007
E-mail: nycombrt@omb.nyc.gov

**THE OFFICE OF MANAGEMENT & BUDGET AND THE CITY OF NEW YORK
ARE EQUAL OPPORTUNITY EMPLOYERS**

You must be a City resident within 90 days of the date of appointment
and you must be legally eligible to work in the United States.