

**THE CITY OF NEW YORK
OFFICE OF MANAGEMENT & BUDGET
75 Park Place
New York, NY 10007-2146**

JOB TITLE: Assistant Budget Analyst

DESCRIPTION:

An Assistant Budget Analyst works with an experienced Budget Analyst on the following activities:

- Preparing and monitoring a City Agency's expense and capital budgets as needed
- Analyzing expense budget related issues and performing capital work as required
- Evaluating program performance
- Reviewing funding and personnel requests
- Preparing and monitoring annual expense budget
- Analyzing proposed and existing legislation
- Producing technical budget documents and reports
- Conducting special projects as necessary

SALARY & QUALIFICATIONS: (\$36,362)

Bachelor's degree in Business, Finance, Economic or a field related to the specific assignment and up to one year of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field.

All candidates must possess strong quantitative and analytical skills, computer skills and strong written and verbal skills. Candidates must also show an interest in public sector employment.

BENEFITS:

OMB offers a generous benefits package, including paid overtime and/or accrued compensatory time. Often analysts receive opportunities to broaden responsibilities after 1-2 years. Promotion opportunities can exist vertically (within one's unit) and horizontally (to a different unit within the agency).

HOW TO APPLY:

Mail or fax a resume and cover letter to:

**NYC Office of Management & Budget
Human Resources Management - Recruitment
75 Park Place - 8th Floor
New York, NY 10007
Email: nycombrt@omb.nyc.gov**

**THE OFFICE OF MANAGEMENT & BUDGET AND THE CITY OF NEW YORK
ARE EQUAL EMPLOYMENT 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.**