



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

JOB TITLE: One (1) Assistant Analyst

CONTROL CODE: OTH-08-01

OFFICE OF BUDGET REVIEW
CAPITAL FINANCIAL PLANNING UNIT

QUALIFICATIONS/REQUIREMENTS:

Assistant Analyst (\$36,362-\$40,724): Bachelor's degree in Business, Finance, or Economics or a subject related to the specific assignment with no or one year of full-time experience in budget planning/management, financial analysis, public policy analysis or a related field.

JOB DESCRIPTION:

The duties of this position encompass the following activities:

Develop the Capital Financial Plan, Commitment Plan, Capital Budget and Ten-Year Capital Strategy;
Consult with the Borough Presidents and City Council on proposed capital projects;
Develop statistical models for monitoring capital commitment and expenditure trends;
Coordinate with OMB taskforces and outside agencies on various budget issues related to the Capital Budget;
Prepare ad-hoc budgetary reports using Microsoft Excel and Access;

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, 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.