



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

JOB TITLE: One (1) Assistant Analyst/Analyst/Senior Analyst

CONTROL CODE: INF-08-03

INFRASTRUCTURE, TRANSIT, CULTURALS & LIBRARIES TASKFORCE
Cultural Institutions and Libraries Unit

JOB DESCRIPTION:

The duties of this position encompass the following activities:

- Conduct budget, program and policy analysis of the Public Libraries and/or the Department of Cultural Affairs (DCLA), including review of agency funding and program requests, the monitoring of agency fiscal activity and expenditures and estimating fiscal impact of operational policies.
- Assist in the preparation of capital, expense and/or revenue plan documents for the Public Libraries and/or DCLA.
- Assist in the day-to-day administration of the capital, expense and/or revenue budgets for the Public Libraries and/or DCLA.
- Review scopes of work and cost estimates for capital requests. Prepare Certificates to Proceed and other OMB documents relating to approved projects.
- Develop and evaluate proposals to improve agency productivity and efficiency, including the review, development and monitoring of cost reduction programs.
- Prepare and present analytical reports and briefings on related programmatic and budgetary issues, including the collection and analysis of data.
- Work collaboratively with other members of the Taskforce, as required.
- Serve as liaison with operating and fiscal sections of the Public Libraries and/or DCLA.
- Represent OMB at meetings with officials from various City and State agencies, Cultural Institutions and Libraries.
- Review new and existing legislation and regulations and analyze the fiscal impact of legislative and regulatory changes.

QUALIFICATIONS/REQUIREMENTS:

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

Analyst (\$48,482): Bachelor's degree and a minimum of two years of full-time experience in budgetary planning/management, financial analysis, public policy analysis or a related field; or awarded Master's degree in Business, Finance, Economics, Public Administration or a related field.

Senior Analyst (\$54,542): Bachelor's degree and a minimum of three years of full-time experience in the fields detailed above or an awarded Master's degree in Business, Finance, Economics, Public Administration or a 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, 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.