



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-09-04

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

**JOB DESCRIPTION:**

The duties of this position will encompass a number of the following activities:

- Conduct budget and program analysis of the Department of Cultural Affairs and Public Libraries.
- Prepare Four Year and Ten Year Capital Commitment Plans.
- Analyze agency budget requests.
- Prepare Certificates to Proceed and other OMB documents relating to approved projects.
- Monitor capital expenditures and estimate related expenditures.
- Coordinate agency-wide technical exercises, monthly (or as needed) reports and databases of program indicators.
- Prepare analytical reports and briefings on related programmatic and budgetary issues.
- Assist in the day-to-day administration of the Operating Budgets for the Department of Cultural Affairs and the Public Libraries.
- Assist in the preparation of the Four-Year Financial Plan for the Department of Cultural Affairs and the Public Libraries.
- Represent OMB at meetings with officials from various City and State agencies, Cultural Institutions and Libraries.

**QUALIFICATIONS/REQUIREMENTS:**

**Assistant Analyst (\$36,362-\$40,724):** Bachelor's degree and no experience or Bachelor's degree and a minimum of 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 a Master's degree in Business, Public Policy Administration, Finance, Economics or a field related to the specific assignment.

**Senior Analyst (\$54,542):** Bachelor's degree and a minimum of three years responsible administrative and/or budget experience; or a Master's degree in Financial Management, Business, Public Administration, Economics or a field related to the specific assignment and a minimum of two years 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 – 8<sup>th</sup> Floor  
New York, NY 10007  
E-mail: [nycombrt@omb.nyc.gov](mailto: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.