



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Administrator's Office

Job Title: MANAGEMENT ANALYST

Salary Range: \$\$70,750 - \$90,574* Management Grade 12 (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 40 McMaster Street, Ballston Spa, NY 12020

Classification: Exempt (**No Exam Required**)

Job Description

This is an exempt class position in the County Administrator's Office responsible for providing high-level analytical, administrative, and operational support to the County Administrator, Director of Operations, and Deputy County Administrator. The position supports County management systems through special projects assignments and duties, analyzing organizational structures, processes, and financial and operational data to identify inefficiencies and compliance concerns, and by developing and recommending solutions such as new systems, procedures, or organizational changes to improve efficiency, effectiveness, and achievement of County objectives.

The incumbent performs work related to the fulfillment of special projects assignments, preparation of complex studies, trend analyses, and evaluations of County operations and finances, with emphasis on implementation support and outcome monitoring for initiatives approved by the County Administrator. Routine, recurring clerical and administrative duties are performed independently. Work is performed under the direction of the County Administrator, Deputy County Administrator, and/or Director of Operations, with latitude for independent judgment and initiative in carrying out assigned responsibilities. The content of work is highly confidential and sensitive in nature. Does related work as required.

Qualifications (This is an Exempt Class title and qualifications are suggested only) **Either...**

- A. Possession of a Master's degree in Public Administration, Political Science, Public Affairs, Economics, Management, Business Administration, or a closely related field; **OR**
- B. Possession of a Bachelor's degree in Political Science, Public Affairs, Economics, Management, Business Administration, or a closely related field, and two (2) years of related professional experience;

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Provides analytical and administrative support to the County Administrator and Director of Operations in advancing County-wide operational, financial, and organizational initiatives;
- Assists with the preparation, coordination, and maintenance of communications, records, and documentation within the County Administrator's Office;



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- Participates in confidential, detailed, and complex projects and management studies related to financial, administrative, and operational procedures as assigned;
- Identifies trends, inefficiencies, risks, or areas of non-compliance requiring management attention and prepares supporting analyses and recommendations;
- Assists in identifying and evaluating automated information system modifications necessary to ensure compliance with applicable local, state, and federal laws, rules, and regulations;
- Conducts time, cost, and workload studies to support planning, project management, and operational decision-making;
- Assists with the implementation, documentation, and ongoing maintenance of approved programs, procedures, systems, and operational improvements across County departments;
- Assists in annual budget preparation and ongoing budget maintenance related to the day-to-day operations of County government;
- Manages or coordinates assigned projects designed to advance the operational objectives of County government under the direction of the County Administrator or Director of Operations;
- Assists with the management and renewal of County insurance policies and supports County risk management and legal compliance activities;
- Provides financial and operational analysis related to insurance premiums, claims experience, and risk funding; assists with budgeting, forecasting, and cost-containment strategies;
- Conducts research on policies, procedures, laws, and regulations, and assists in evaluating the effectiveness of recommended changes, including support for implementation and monitoring;
- May attend meetings of legislative committees, interdepartmental groups, or external entities as a representative of the County Administrator's Office, as assigned;
- Performs other related duties necessary to support the operational and administrative functions of County government.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted or until the flyer is removed.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.