

NEW YORK CITY COUNCIL JOB POSTING			
Position	Legislative Financial Analyst	Work Hours	9am – 5pm, varied late nights, weekends
Division	Finance	Open Date	July 22, 2016
Number of Positions	1	Close Date	Until Filled

DUTIES AND RESPONSIBILITIES

The Finance Division assists and supports the Speaker, Committees and Members of the Council in the fulfillment of their role in the City budget process, including adoption and modification of the annual expense and capital budgets, analysis of the fiscal impact of legislation and policy proposals, and other related duties. The Legislative Financial Analyst will work closely with other Council central staff, Council Members and their staffs, City agencies and the Mayor's Office of Management Budget, and outside stakeholders.

Key responsibilities include:

- Review and monitor assigned city agency operations and budgets;
- Create and maintain budget tracking workbooks and databases;
- Prepare reports and analyses on budget and fiscal matters for Council budget and oversight hearings;
- Prepare fiscal analyses for proposed legislation;
- Prepares analyses on special research questions as directed by the director and/or deputy directors

REQUIREMENTS

The ideal candidate will have a master's degree in public administration, economics, planning or a related field and a strong drive to work in public service. A demonstrated interest in governmental budgeting and policy is sought. Experience with the New York City budget or City agency operations are especially desirable. Candidates should demonstrate excellent quantitative analytic skills, the ability to express themselves clearly and concisely both in writing and orally, and the ability to work under tight deadlines. Candidates with a bachelor's degree and related work experience may also be considered.

New York City Residency Required within 90 Days of Appointment

HOW TO APPLY

Qualified candidates should forward a cover letter and resume to:

MAIL: New York City Council
Administrative Services
Attn: Recruiting Unit/Finance
250 Broadway, 16th Floor
New York, NY 10007

FAX: (212) 788-7061

E-MAIL: recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER
