

## **Notice of Job Opening**

**Position:** Budget Director

Applicants must meet the requirements outlined in the enclosed job description.

The City is seeking an experienced and strategic Budget Director to oversee the planning, preparation, and administration of the City's annual operating and capital budgets. This leadership role works collaboratively with City departments and executive leadership to develop financial forecasts, monitor revenues and expenditures, and ensure fiscal responsibility across all operations. The ideal candidate will bring significant experience in municipal budgeting, public sector finance, and financial analysis, along with the ability to translate complex financial information into clear recommendations for decision-makers. Government or municipal budget experience is strongly preferred.

PLEASE NOTE: This position's civil service jurisdictional classification is exempt.

**Department:** Administrative Services

**Vacancies to be filled:** 1

**Rate of Pay:** \$104,810 - 148,140 Annually  
Commensurate with qualifications and experience

**Schedule:** 37.5 hours/week

**Application Deadline:** **Until Filled**

All applicants must submit an application online via [jobs.albanyny.gov](http://jobs.albanyny.gov) to be considered for the job opening.

**Residency Preference:** Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Monday, March 9th, 2026**



**Mayor**  
Dr. Dorcey L. Applyrs

**Office of Human Resources**  
Tatiana Diaz, Director

Albany City Hall  
24 Eagle Street, Rm 301  
(p) 518-434-5049  
(f) 518-434-5269

- Greene County
- Columbia County
- Schoharie County

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Monday, March 9th, 2026**

## **BUDGET DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative position in the field of budget preparation involving responsibility for the analysis and compilation of the entire operating budget and its interpretation to departments, and for specific phases of the budget preparation, revision and control of departmental expenditures in accordance with the approved budget. The position's responsibilities will include review of budget estimates, requests and justifications, program and project budgets, monitoring of expenditures and receipts, and the effecting of an efficient and economical budgeting operation. General direction is received from the Commissioner of Administrative Services. Does related work as required.

### **EXAMPLES OF WORK: (Illustrative only)**

- Prepares forms and instructions for use by department heads in submitting yearly budget requests or revisions;
- Reviews departmental budget requests to identify areas requiring further justification or explanation;
- Studies submitted budget material and discusses material with department heads to verify needs and makes necessary adjustments as required;
- Works with the Commissioner of Administrative Services to maintain expenditures and finalize budget;
- Assembles budget data and prepares analysis for review by the Commissioner of Administrative Services, including vacancies, cost trends and salary projections;
- Makes recommendations to the Commissioner of Administrative Services for effective and efficient utilization of available resources;
- Prepares and reviews with concerned department heads estimated revenues, state and Federal aid resources and estimated receipts for the forthcoming fiscal year;
- Prepares the final budget resolution for the Board of Estimate and Apportionment approval and submission to the Common Council for final approval;
- Attends meetings of the Budget Committee of the Common Council to provide data and justifications for the proposed data;
- Attends public hearings with the purpose of answering questions and explaining the needs, reasons and impacts relative to the proposed budget;
- Provides department heads, upon approval of the budget, with the facts and figures regarding their department allocations and insures their awareness of appropriations and limitations;
- Oversees the publication and distribution of the approved budget;
- Monitors spending of the various departments throughout the year, analyzing trends and insuring that departments remain within their budget allocations;
- Monitors revenues of the city to determine any variance from budget estimates;
- Advises the Commissioner of Administrative Services when overspending or revenue decreases may occur;
- Closely monitors last quarter spending to insure that departments remain within their allocations or realize a decrease in spending;
- Prepares resolutions of the Board of Estimate and Apportionment to authorize transfers of funds within or between departments;
- Performs various additional functions as assigned and directed by the Commissioner of Administrative Services.

**REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of municipal budgetary practices and preparation;
- Comprehensive knowledge of City government organization, function and operation;
- Thorough knowledge of cost estimating and revenue projection;
- Thorough knowledge of statistics and financial analysis;
- Working knowledge of mathematics;
- Ability to establish and maintain amiable relationships with persons from a variety of fields and divergent backgrounds;
- Ability to gather, analyze and summarize fiscal data and information;
- Ability to develop new operating procedures, organizational structures and fiscal policies;
- Ability to evaluate procedures, organizational structures and fiscal policy effectiveness, and to identify fiscal problems and recommend solutions;
- Ability to present data, reports and recommendations clearly and concisely in written and oral form;
- Ability to apply guidelines, procedures and policies governing the budget preparation process; resourcefulness;
- Tact;
- Patience;
- Initiative;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Masters Degree in Finance, Public Administration or a related field and two (2) years of finance management, public administration, or budgetary policy development; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Finance, Public Administration or a related field and three (3) years of finance management, public administration, or budgetary policy development; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Associates Degree in Finance, Public Administration or a related field and five (5) years of finance management, public administration, or budgetary policy development; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A through C.