

OPERATIONS ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of General Services, or designee, an incumbent of this class is responsible for the management, coordination, and supervision of all financial services of the department. Responsibility includes management of the department's budget, payroll/personnel functions, management information systems, accounts payable, billing, contract management, financial reporting, grants management, and regulatory compliance. Incumbents must exercise keen analytical and management skills, effective written and oral communication skills and be able to respond to multiple issues involving a broad range of subject matter. This includes monitoring all revenues and expenditures, and overseeing grant reporting. The incumbent acts as administrative advisor to the Commissioner and departmental staff and, in addition, acts as a liaison between the department and the Budget Office, Purchasing, Treasurer's Office, Department of Audit, Law Department and other departments and Boards as necessary. The incumbent has latitude for exercising professional judgment and initiative in coordinating the work of the fiscal department. Supervision is exercised over the work of subordinate staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides qualitative analysis on a continuing, regular basis of the Department's operations including charts, tables reports, etc...
- Develops and implements administrative procedures to insure compliance to City and departmental management and financial goals and objectives;
- Oversees the preparation and submission of State Aid Applications, Annual Report, and grant applications, in accordance with required procedures;
- Reviews, monitors, and approves accounts payable, insuring that expenditures remain within budgetary limits; and makes recommendations for the reallocation of funds, as needed;
- Implements cost control procedures;
- Develops service contracts by outside vendors and with other City Departments for review and approval of the Law Department and the Board of Contract and Supply, monitors them to insuring compliance to terms and agreements, coordinates modifications to meet changing needs, and monitors costs;
- Prepares and oversees financial reports for various agencies including the Board of Contract & Supply, the Board of Estimate & Apportionment, as well as for capital improvements and bid specifications, etc;
- Reports the status of and problems involved with current financial activities to the Commissioner and participates in the planning and formulation of solutions to alleviate or improve fiscal operations;
- Compiles budgetary and financial reports in compliance with reporting requirements; meets with auditors and other governmental regulatory agencies, as required;
- Directs the preparation of the department's annual budget in accordance with City guidelines and departmental objectives for the approval of the Commissioner;

- Implements billing and reimbursement procedures to insure optimum recovery of revenues for departmental costs and services;
- Oversees the materials management function for the department, insuring adequate acquisition, distribution and storage of supplies, material, and equipment;
- Reviews and analyzes all applicable laws, statutory rules and regulations relating to Departmental administration and organization;
- Attends meetings as required;
- Supervises, trains, and coordinates the activities of administrative support staff;
- Performs related administrative and management functions to insure the smooth and effective operation of the department;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of administrative reporting and control procedures associated with budget, personnel, purchasing and statistics in an automated environment;
- Good knowledge of modern methods of fiscal planning and management, budget preparation and control, and contract management;
- Good knowledge of organizational and administrative process and techniques;
- Ability to effectively coordinate and implement departmental administrative, management, and personnel procedures in a public environment;
- Ability to perform complicated account analyses;
- Ability to perform arithmetical calculations accurately and quickly;
- Ability to prepare management and fiscal reports;
- Ability to communicate effectively, both orally and in writing;
- Ability to supervise and coordinate the work of others;
- Initiative in recommending needed policy review or revision and in working out procedural changes within existing policy to provide more effective and economical service;
- Ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;
- Ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position;
- Good judgment in carrying out the administrative programs supervised;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree, or higher, in Accounting, Business Administration, Finance,

Economics or a closely related field, and two (2) years experience in analyzing financial records; **OR**

- b) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Accounting, Business Administration, Finance, Economics or a closely related field and four (4) years full time paid experience in analyzing financial records; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.