

Governor's Office of Storm Recovery  
**Sr. Data Analyst**

**Organization Summary**

The New York State Governor's Office of Storm Recovery (GOSR) coordinates and implements New York State's disaster recovery programs in response to damages sustained by Super Storms Sandy, Irene and Lee. GOSR provides funding and grants for housing, small businesses, infrastructure and community planning.

**Position Summary**

The Senior Data Analyst will perform written analysis in support of the Contract/Vendor Management Department. This position is responsible for designing and preparing policies and procedures to support the Contract/Vendor Management Department.

**Duties include but are not limited to:**

- Creating policies and procedures for the Contract/Vendor Management Department.
- Developing template documents for the Contract/Vendor Management Department.
- Performing account auditing for the Contract/Vendor Management Department.
- Creating tracking and metric tools for efficient contract management.
- Overseeing the production and development of various electronic databases for financial services.
- Providing quality assurance and control of existing and newly developed contacts.
- Conducting invoice review and management.
- Reading, researching, collecting and analyzing information for contract development.
- Summarizing data and providing commentary or observations based on analysis.
- Generating reports, presentations, graphics, forms, and other documents to demonstrate information flow and program results.
- Working with Communications to prepare internal and external communications including announcements, newsletters, legislation, quarterly reports, presentations, technical documentation, and memorandums.

**Qualifications**

- Must be a NY State Resident or be able to move to NYS.
- Bachelor's Degree in Business, Finance, Economics, or a related field.
- Minimum of six (6) years of progressive experience in creating, analyzing and managing data (not including data entry) or a Master's Degree with 4(four) years of progressive experience.
- Must have technical writing, presentation development, and research skills.
- Must demonstrate absolute proficiency in Excel.
- Ability to manage multiple and sometimes changing projects in a fast-paced, start-up type environment.
- Ability to deliver high quality work in a fast paced environment with minimal supervision.
- Commitment to detail and organization.

**If interested:**

All candidates must submit a resume, 3 references, and letter of interest to [StormRecoveryJobs@stormrecovery.ny.gov](mailto:StormRecoveryJobs@stormrecovery.ny.gov). Please include the name of the position that you are applying for in the

subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.