



Operations Coordinator

Department: Office of the County Legislature

Starting Salary: Salary Range: \$60,000- \$70,000 salary is commensurate with experience.

Benefits:

- Paid time-off
- Health, dental, vision and hearing
- NYS Retirement
- Employee assistance program
- Tuition reimbursement

Responsibilities:

The Albany County Legislature seeks candidates for the position of Operations Coordinator. The Operations Coordinator is an organized, dedicated professional with experience in carrying out a range of administrative and organizational tasks. The candidate will work with staff in the Office of the Chair and Office of the Clerk to increase the efficiency of existing processes and procedures in order to streamline operations. Duties are performed under the general supervision of the Chief of Staff in the Office of the Chair of the Legislature.

Minimum Qualifications:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with at least a Bachelor's degree.

Apply online at the Current Job Opportunities tab of the Albany County Civil Service Portal. Resumes, transcripts and licenses/certifications can be uploaded to the application before completing submission.