



Our Future Starts
With *you!*

POSITION: Director of Communications
DEPARTMENT: Albany County Legislature
SALARY: \$80,000-\$100,000 (Commensurate with Experience)
WORK LOCATION: 112 State St, Room 710, Albany NY 12207
HOURS: 35 Per Week with Evenings as Necessary

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

RESPONSIBILITIES:

The Albany County Legislature, Office of the Chair, seeks candidates for the position of Director of Communications. The candidate should be an organized, dedicated professional with expertise in planning and executing comprehensive and strategic communications campaigns. The Director of Communications must be aggressive and proactive in seeking and executing communications plans and strategies while understanding how to maximize and initiate opportunities for media coverage.

In this position, the candidate will assist members of the Albany County Legislature with their legislative and grassroots advocacy efforts and community initiatives while managing various internal and external communications, serving as the media point of contact on behalf of members of the legislature, and keeping the public informed on Legislative priority issues and accomplishments. Duties are performed under the general supervision of the Chief of Staff in the Office of the Chair of the Legislature.

MINIMUM QUALIFICATIONS:

- A bachelor's degree is required, but Master's preferred.
- Five (5) years of experience in Communications, Public Affairs, Media Relations, or Marketing-related positions preferred.
- Proficiency in software such as Canva and other tools related to the creation of social media graphics is preferred.
- Advanced experience in communications, media, or public relations as a professional in a government agency or public policy organization is preferred.

SPECIAL REQUIREMENT:

Ability to work evening shifts as needed for committee meetings, public hearings, and legislative meetings.

Please submit your resume and one writing sample with this application.

POINT OF CONTACT FOR INQUIRIES:

Albany County Legislature
Office of the Chair
Harold L. Joyce Albany County Office Building
112 State Street, Room 710
Albany, New York 12207
Or via e-mail to: Necole.Chambers@albanycountyny.gov

