



Our Future Starts
With *you!*

POSITION: Fleet Coordinator

DEPARTMENT: General Services

SALARY RANGE: \$46,000—\$51,000

LOCATION & HOURS: 112 State Street, 13th Floor, 8:30am-4:30pm M-F

BENEFITS:

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

RESPONSIBILITIES:

This is a paraprofessional job involving the evaluation and coordination of vehicle maintenance and usage for Albany County fleet vehicles. The work is performed under the supervision of the Commissioner of General Services. Does related work as required.

MINIMUM QUALIFICATONS:

Graduation from high school or possession of GED and two (2) years of experience in fleet management or automotive service and/or sales.

SPECIAL REQUIREMENT:

Possession of a New York State Driver's license at the time of appointment and throughout employment.

Please submit a resume with this application.

POINT OF CONTACT FOR INQUIRIES:

Patrick Curran

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