



Our Future Starts
With *you!*

POSITION: Office Supervisor

DEPARTMENT: Aging

SALARY RANGE: \$51,500-\$58,442

LOCATION & HOURS: Hellman Library– St. Rose Campus, 8A-5P (nights and weekends as needed)

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

The work involves the coordination, administration, and supervision of staff performing the office services functions for a specific appointing authority. Incumbents in this title ensure that subordinate staff are performing their assigned functions efficiently and effectively. In addition to supervision of day to day operations, work may include preparing performance evaluations, probationary reports, and traineeship plans. Work is performed under the direction of a Director, Department Head, Deputy or similar position. May perform any of the duties of Office Assistant I, II or III. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and six (6) years of clerical/administrative experience.

Please submit a resume with this application.

POINT OF CONTACT FOR INQUIRIES:

James.halios@albanycountyny.gov

