



Our Future Starts
With *you!*

POSITION: Operations Manager

DEPARTMENT: Albany County Legislature

SALARY: \$55,000-\$65,000

WORK LOCATION & HOURS: 112 State Street, Albany, NY 12207, 9A-5P

BENEFITS:

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

DESCRIPTION:

Performs complex administrative work for the office. The work calls for the frequent exercise of independent judgment in giving out information regarding departmental policies, procedures and practices, and in conducting office activities. Employee in this class handles more difficult public contact assignments in performance of duties. Work is performed under general supervision. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school and five (5) years of experience in secretarial or clerical work.

Please upload a resume with this application.

POINT OF CONTACT FOR INQUIRIES:

Rebekah.Kennedy@albanycountyny.gov