



Our Future Starts  
With *you!*

**POSITION:** Executive Assistant

**DEPARTMENT:** Albany County Legislature

**SALARY RANGE:** \$55,000-\$57,000 (Commensurate with experience)

**WORK LOCATION:** 112 State Street, Albany, NY 12207

**BENEFITS:**

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

**DESCRIPTION:**

The Albany County Legislature Legislative Black Caucus (LBC) seeks candidates to serve as an Executive Assistant. The candidate should be an organized, dedicated professional with experience in a clerical position. In this role, you will be responsible for administrative tasks, as well as assisting with LBC initiatives, research, report preparation, event coordination, and the handling of office correspondence. Duties are performed under supervision of the Director of Strategic Planning for the LBC, and 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;
- Excellent interpersonal skills for interacting with stakeholders at all levels;
- Strong problem-solving and critical thinking skills with the ability to work independently;
- Knowledge of issues affecting historically marginalized communities, and a commitment to addressing social and economic disparities;
- Good time management with the ability to multitask and prioritize tasks in a fast-paced environment;
- Excellent written and verbal communication skills;
- Expert knowledge of MS Office Suite (Word, Excel, PowerPoint) and project management platforms; and
- The successful candidate must be a resident of Albany County at the time of hire.

**Please upload a resume and one writing sample with this application.**

**POINT OF CONTACT FOR INQUIRIES:**

Liam.mcdonald@albanycountyny.gov

