



Our Future Starts
With *you!*

POSITION: Assistant Public Information Officer

DEPARTMENT: Albany County Executive's Office

SALARY RANGE: \$45,000-\$49,432

WORK LOCATION & HOURS: 420 Western Ave, Albany, NY 12203, 8:30A-4:30P (occasional night and weekend responsibilities)

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 assisting the production of professional quality video presentations in studios and in the field, including preparing scripts and story lines, operating video cameras and related equipment, such as lighting, sound, and editing equipment, and maintaining and controlling the use of such equipment and facilities. Responsibilities will also include assisting with writing press releases and developing social media content. Incumbents work with Department Heads and administrative staff on creative productions for a variety of general public service announcements (PSAs), press conferences, and instructional/training goals. The work is performed under the general supervision of to the Director of Information Services or County Executive staff. Does related work as required.

MINIMUM QUALIFICATONS: EITHER:

- A. Graduation from an accredited college or university with at least a Bachelor's Degree in Communications, Arts or media related field with course work related to developing media and production material which includes technical experience with responsibility for operating video cameras, lighting, and editing video/audio tracks for broadcast quality production; *OR*,
- B. Graduation from High School or possession of a GED and two (2) years of experience developing media and production material which includes technical experience with responsibility for operating video cameras, lighting, and editing video/audio tracks for broadcast quality production.

POINT OF CONTACT FOR INQUIRIES:

Kevin.Butterfield@albanycountyny.gov

