



Our Future Starts
With *you!*

POSITION: Office Supervisor (HELPS)

DEPARTMENT: Albany County Department of Aging

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

LOCATION & HOURS: 420 Western Ave., Albany, NY 12203, 8A-5P (nights and weekends as needed)

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ 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 QUALIFICATONS:

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

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

