



Our Future Starts
With *you!*

POSITION: Director of Strategic Planning

DEPARTMENT: Albany County Legislature

SALARY RANGE: \$70,000-\$80,000 (Commensurate with experience)

WORK LOCATION & HOURS: 112 State Street, Albany, NY 12207 (Occasional evenings and weekends)

BENEFITS:

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

DESCRIPTION:

The Director of Strategic Planning will serve as a strategic leader who implements policies, programs, and initiatives that advance the interests and well-being of BIPOC residents within Albany County. In this position, the person will develop and implement the strategic vision and priorities of the Legislative Black Caucus (LBC). This position will lead the day-to-day operations of the LBC while serving as a liaison to County departments and ensuring the LBC's priorities are integrated into all County planning and operations. Additionally, the Director of Strategic Planning will oversee all aspects of the LBC's operations, including staffing, budgeting, programming, and building relationships with key community partners. The ideal candidate is a forward-thinking, organized leader with excellent verbal and written communication skills and the ability to manage multiple priorities. Additionally, they must excel at relationship building and working collaboratively with diverse groups of people. This position must execute the programming initiatives and event plans of the Chair of the LBC. This is a management-level position that operates within the Office of the Chair and reports to the Chief of Staff.

MINIMUM QUALIFICATIONS:

- Juris Doctorate preferred, Master's Degree required in Public Administration, Public Policy, or a related field;
- Five years of work experience in government, public policy, or other relevant fields;
- Experience in leadership, management, and team development;
- Strong understanding of the legislative process and policy;
- Knowledge of the issues and concerns facing the BIPOC community.

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

POINT OF CONTACT FOR INQUIRIES:

Liam.mcdonald@albanycountyny.gov

