



Our Future Starts
With *you!*

POSITION: Director of Research

DEPARTMENT: Albany County Legislature

SALARY RANGE: \$80,000-\$95,000 (Commensurate with experience)

WORK LOCATION: 112 State Street, Albany, NY 12207

HOURS: Full Time—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:

Duties of this position include, but are not limited to, providing research for development of legislation for legislative committees and/or legislators, attending legislative committees as assigned, supporting the research and policy needs of the Majority Office, working closely with County Departments for review of legislative requests, and reviewing and/or researching the proposed County Budgets on behalf of the legislature. Work is performed under the direction of the Majority Counsel on behalf of the Majority Leader. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree and five (5) years in the research, review, and analysis of legal, municipal, and legislative documents, especially resolutions, local laws, and municipal budgets; OR,
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and six (6) years in the research, review, and analysis of legal, municipal, and legislative documents, especially resolutions, local laws, and municipal budgets.

SPECIAL REQUIREMENT:

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:

Rebekah.Kennedy@albanycountyny.gov

