



# Our Future Starts With *You!*

**POSITION** Director of Operations

**DEPARTMENT** Legislature

**SALARY RANGE** \$65,000-\$75,000 (Commensurate with experience)

**WORK LOCATION** 985 Madison Ave., Albany, NY  
12203, 4<sup>th</sup> Floor

## **BENEFITS**

Paid Time Off

Health, Dental, Vision, & Hearing

Tuition Reimbursement

NYS Retirement

Employee Assistance Program

Subsidized Daycare – Little Sprouts at Shaker Place

## **DESCRIPTION**

The Albany County Legislature's Office of the Chair seeks candidates for the position of Director of Operations. The Director of Operations is an organized, dedicated professional with experience who will provide hands-on support across Legislature, helping to manage office operations, grant programs, internal processes, purchasing, special projects, events, and interdepartmental coordination. The ideal candidate has thorough knowledge of the principles and practices of public administration, business administration, or office management, and is adept at managing multiple priorities in a fast-paced government environment. The candidate will ensure that the Legislature's operations, programs, and processes are efficient and responsive to the needs of the Legislatures and the public. Duties are performed under the general supervision of the Chief of Staff in the Office of the Chair.

## **MINIMUM QUALIFICATIONS**

- A bachelor's degree is required, master's degree is preferred.
- Experience in public administration, business administration, or a closely related field is preferred.
- Three (3) years of experience is preferred.
- Working knowledge of grant administration, purchasing, and project management principles.
- Detail-oriented with strong problem-solving skills.
- Ability to develop, implement, and evaluate administrative procedures and workflow systems.
- Ability to analyze operational problems and develop practical solutions.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of local government organizations, functions, policies, and procedures is a plus.
- Strong organizational skills and ability to plan, prioritize, and execute duties.
- **The successful candidate must be a resident of Albany County at the time of hire.**

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

## **POINT OF CONTACT FOR INQUIRIES**

Tiana.Hewitt@albanycountyny.gov



**Daniel P. McCoy**  
Albany County Executive