Our Future Starts With you!

POSITION Director of Operations (HELPS)

DEPARTMENT Public Works

SALARY $80,000-$90,000

WORK LOCATION 449 New Salem Rd., Voorheesville, NY 12186

HOURS 8:00A-4:30P

BENEFITS
Paid Time Off
Health, Dental, Vision, & Hearing
Tuition Reimbursement
NYS Retirement
Employee Assistance Program
Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

This is an administrative position that is responsible for the coordination of personnel related to financial, administrative, engineering, and traffic safety. These duties involve responsibility for the accurate and efficient management and compliance with Albany County policies of the central supply/purchasing, human resources, Civil Service, administrative, and finance/accounting functions. The incumbent is also charged with design and implementation of special projects in the Department as assigned by the Commissioner. The work is performed under the general direction of the Commissioner of Public Works, with wide leeway allowed for exercising independent judgment in the assignment of personnel, equipment and work methods. Supervision is exercised over subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS: *EITHER:*

A. Graduation from an accredited college or university with at least a Master's degree in Public Administration, Public Health, Accounting, Finance, or a closely related field and two (2) years of supervisory or administrative experience in monitoring, evaluating management of fiscal and administrative operations, programs or service in a public or private agency adhering to established accounting criteria; *OR,*

B. Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Public Health, Accounting, Finance, or a related field and four (4) years of supervisory or administrative experience in monitoring, evaluating management of fiscal and administrative operations, programs or service in a public or private agency adhering to established accounting criteria.

SPECIAL REQUIREMENT

Possession of a valid New York State driver's license at the time of appointment and throughout employment.

Please upload a resume and transcripts with your application.

POINT OF CONTACT FOR INQUIRIES

erica.vitetta@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.

Daniel P. McCoy
Albany County Executive