Our Future Starts With you!

POSITION Senior Administrative Aide

DEPARTMENT Legislature

SALARY RANGE $55,000 – $66,657

WORK LOCATION 985 Madison Ave., Albany, NY 12208

HOURS 35 Hours per week

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 Legislative Black Caucus seeks an organized and dependable Senior Administrative Aide to provide high-level administrative support to the Coordinator of Strategic Initiatives and Special Projects. The position manages calendars, schedules and prepares meetings, maintains records, drafts routine correspondence, tracks deadlines, and supports the daily operation of the Caucus office. The Senior Administrative Aide reports directly to the Coordinator and supports the Chairwoman and Caucus members as assigned through that office. The role requires sound judgment, discretion, accuracy, and the ability to manage frequent schedule changes. Legislative experience is helpful but is not required.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Demonstrated proficiency with Microsoft Outlook, Word, Excel, PowerPoint, Teams, and shared electronic filing systems.
- Strong written and verbal communication skills, including accurate proofreading and professional email correspondence.
- Ability to organize competing requests, meet deadlines, respond to changing priorities, and follow through without repeated reminders.
- Ability to exercise discretion, protect confidential information, and interact professionally with officials, staff, community partners, and the public
- The successful candidate must be a resident of Albany County at the time of hire.

PREFERED QUALIFICATIONS

- Experience managing a complex calendar for an executive, elected official, department head, or senior manager.
- Administrative experience in government, a legislative office, a nonprofit organization, higher education, or a community-facing professional office.
- Familiarity with local government or legislative operations.
- Experience preparing meeting packets, maintaining action trackers, supporting public events, or coordinating multi-party schedules.
- Knowledge of Albany County communities and issues affecting historically underserved residents.

Please upload a resume with this application.

POINT OF CONTACT FOR INQUIRIES

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