



Kathy M. Sheehan
Mayor

Director of Human Resources

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Notice of Job Opening

Position: Part- Time Research Counsel

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the unclassified service of civil service. Applicants must meet the requirements as outlined in the attached job description.

Department: Common Council

Number of Vacancies to be filled: 1

Rate of Pay: \$42.52 hourly rate

Schedule: Monday - Friday
(20 hours a week)

Application Deadline: **Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Reposted Friday, March 17,2023

RESEARCH COUNSEL

DISTINGUISHING FEATURES OF THE CLASS: The incumbent supports the Common Council's legislative development and oversight functions and provides policy and fiscal analysis for the Common Council. Work assignments are received from Common Council members and committees and involve responsibility for research, budget review and development, and assisting in the development and review of legislation. Attendance at Common Council meetings is required. The incumbent works under the supervision of the President Pro Tem and Clerk of the Council.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Identifies, reviews, researches and analyzes policy, financial and budget issues, impacts and relative risks Related to proposed council legislation, and executive initiated actions and interests;
- Attends and reports on Common Council committee meetings and caucuses, and drafts committee reports;
- Provides staff support to council standing and ad hoc committees; prepares, assembles and assures timely distribution of briefing materials to interested parties; and prepares and documents options and recommendations for committee action;
- Assist the Common Council in the annual budget process, including documentation and design of spreadsheets analysis, interpretation of and recommendations on revenue and expenditure data and trends, Funding needs and staffing levels; coordinates with executive department to collect data, prepare reports, and gather information relative to the council's program and budget review needs;
- Prepare research papers and statistical and narrative reports;
- Identifies legal questions, and incorporates legal advice and opinions into policy analysis and recommendations to Council;
- Assists in updating and maintenance of Common Council website and related electronic materials;
- Receive, analyze and reply to a variety of correspondence, usually of a confidential and/or routine matter;
- Administer special matters of a confidential nature;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, BILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the legislative processes, laws and regulations governing the actions of the Common Council;
- Thorough knowledge of local and state laws and the established precedents and sources of legal reference involved;
- Ability to organize, interpret and apply legal principles and knowledge to the particular circumstances;
- Good knowledge of English, spelling and punctuation;
- Good computer skills, including proficiency with Word, Excel, Microsoft office products, and computer research;
- Excellent communication skills, both verbal and written;
- Proficient in organizational and time-management skills;
- Ability to maintain records in a concise and organized manner;
- Ability to manage and prioritize multiple tasks;
- Ability to work independently;

- Ability to establish and maintain effective working relationships with other employees and the public
- Physical condition commensurate with the demands of the position.

MINIMUM UALIFICATIONS:

Applicants must have an LL.B or J.D. degree from an accredited law school, and be admitted to practice law, registered and in good standing in the State of New York. Preference may be given to a candidate with experience in the practice of municipal law.