



CITY OF ALBANY
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PLEASE POST CONSPICUOUSLY
February 26, 2019

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

City Clerk
Common Council – Office of the City Clerk

The **Common Council – Office of the City Clerk** has one (1) vacancy for the position of **City Clerk** at a rate **commensurate with experience, @ 37.5 hours/week.**

This position may be filled by an individual who meets the minimum qualifications as stated in the job description.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST UNTIL FILLED
An Equal Opportunity /Affirmative Action Employer

CITY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent, as clerk to the Common Council, provides administrative and support services to the Common Council. The City Clerk serves as the chief administrator for the Office of the City Clerk and oversees the Office of Vital Statistics and acts as Registrar for the City Of Albany. The incumbent also serves as Secretary to the Board of Contract and Supply, and serves as the City of Albany's Records Access Officer. This position assists in confidential internal operations such as the preparation of local laws, ordinances and resolutions.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares Common Council agenda and calendar;
- Attends and records minutes of Common Council meetings, caucuses and public hearings;
- Collects, prepares and distributes formal bid specifications to contractors for purchase of City equipment and services pursuant to Law for the Board of Contract and Supply;
- Assists in the acceptance of bid proposals by verifying compliance to specifications;
- Responsible for processing all City FOIL (Freedom of Information Law) requests in compliance with the NYS Public Officers Law, Sections 89;
- Responsible for monthly reporting on all licenses and permits issued by the Clerk's Office such as dog, marriage, bingo, etc.;
- Oversees the Office of Vital Statistics and assists in the compilation of census information;
- Prepares and maintains budgets for the offices of City Clerk, Common Council and Contract and Supply;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of Public Administration theories and practices;
- Good knowledge of the organization and functions of all City departments;
- Good knowledge of the legislative process;
- Good knowledge of contractual processes;
- Ability to maintain a high degree of professionalism;
- Ability to interact effectively with public and City officials;
- Ability to supervise the work of others;
- Ability to operate office equipment, including PC applications, to produce correspondence, reports and records;
- Ability to communicate effectively, both orally and in writing;

- Ability to carry out project assignments requiring a high degree of initiative;
- Ability to work independently;
- Ability to analyze reports and other data;
- Ability to prepare precise written reports and official statements;
- Tact and courtesy;
- Good judgment;
- Integrity;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Public Administration, Business Administration or related field and five (5) years fulltime paid experience in government, public or business administration; **OR**
- (b) Graduation from a regionally accredited New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in public administration, business administration or a closely related field and seven (7) years experience as defined by the limits of (a) above; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and nine (9) years experience as defined by the limits of (a) and (b) above.

NOTE:

Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.

Revised: 5/23/11
2/24/16
2/26/19