

Notice of Job Opening

Position: Deputy Mayor

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

Preferred Qualifications: A graduate degree in public administration, management, law, or related field.

Department: Office of the Mayor

Vacancies to be filled: 1

Rate of Pay: \$115,280 - \$162,930 Annually
Commensurate with qualifications and experience

Schedule: 37.5 (8:30 am-5pm)

Application Deadline: **Until Filled**

All applicants must submit an application online via <https://www.activatealbany.com/jobs> to be considered for the job opening.

Residency Requirement: **YES**

Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Columbia County
- Greene County
- Rensselaer County
- Saratoga County
- Schenectady County
- Schoharie County

DEPUTY MAYOR

DISTINGUISHING FEATURES OF THE CLASS: The Deputy Mayor is an executive management role reporting directly to the Mayor. The incumbent serves as a senior advisor responsible for supporting strategic decision-making on policies, programs, operations, and communications. The Deputy Mayor oversees major City functions, provides guidance to the Mayor on emerging issues, and ensures the consistent alignment of City operations with the Mayor's priorities. The Deputy Mayor directly supervises the Chief of Staff to the Deputy Mayor, the Director of Economic Opportunity and Development, the Director of Intergovernmental Affairs, and the Public Safety Commissioner. The incumbent steers daily operations of City government, coordinates the work of departments and agencies, and ensures that services and decisions reflect the Mayor's commitment to transparency, equity, and effective governance.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides strategic guidance to the Mayor on policy, operational, administrative, and programmatic matters;
- Convenes weekly Cabinet meetings to support decision-making, review priorities, and strengthen coordination across departments, agencies, boards, commissions, and offices;
- Meets regularly with the Mayor to deliver updates on departmental performance, emerging issues, and progress on major initiatives;
- Accompanies the Mayor to high-impact meetings and engagements and ensures that follow-up actions are completed efficiently;
- Manages the day-to-day operations of City government by directly overseeing all City departments and coordinating across agencies to ensure effective, responsive services;
- Convenes regular Department Director meetings to review operational progress, upcoming milestones, resource needs, and opportunities for improvement;
- Oversees the Director of Intergovernmental Affairs, ensuring effective collaboration with labor partners, County, State, and Federal agencies, and serving as a primary liaison to the Common Council;
- Supervises the Director of Economic Opportunity and Development, who manages economic development strategy and partnerships with private, nonprofit, and philanthropic organizations;
- Collaborates with the Mayor's Cabinet and Deputy Mayor's team on preparation of the Mayor's proposed annual budget to the Common Council;
- Represents the Mayor in communications, at public events, and on boards, committees, and commissions, as directed;
- Performs any function, power or duty which the Mayor has and is authorized to delegate pursuant to section 301(c)(2) of the Charter, during the Mayor's limited period of absence;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, procedures, and functions of municipal government;

- Demonstrated experience managing large teams, complex systems, and multi-division operations;
- Strong knowledge of City administrative structures, public sector budgeting, and governmental processes;
- Exceptional written and oral communication skills, including public speaking experience;
- Proven ability to lead complex negotiations and manage sensitive relationships;
- Strong project management, analytical, and problem-solving skills;
- Ability to build and maintain productive working relationships with diverse internal and external partners;
- Ability to strategically direct and evaluate multiple staff members and provide clear, actionable guidance;
- Ability to develop new operating procedures, organizational structures and management initiatives;
- Ability to work outside of a standard work schedule, including evenings and weekends, as operational needs require;
- Ability to exercise sound judgment, discretion, and professionalism;
- Working knowledge of the City of Albany, its communities, and local government operations;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Bachelor's Degree or higher in public administration, public policy, management, law, business administration, or a closely related field AND ten (10) years of full-time professional experience, including significant executive-level management experience directing complex teams, divisions, or departments.

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