ALBANY
NEW YORK | EST. 1686

Dr. Dorcey L. Applyrs
Mayor

Tatiana Diaz
Director of Human Resources

Albany City Hall
24 Eagle Street, Rm 301
(p) 518-434-5049
(f) 518-434-5269

Notice of Job Opening

Civil Service Position Title: Confidential Secretary to the Commissioner

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

*PLEASE NOTE that this position's civil service jurisdictional classification is Exempt. The working City of Albany title for this position is **Executive Assistant**.

The Executive Assistant will provide high-level administrative support to the Commissioner of Administrative Services and Deputy Commissioner of Administrative Services. The Department of Administrative Services oversees the day-to-day management of City government and is comprised of the Offices of Budget, Human Resources, Innovation, Information Technology, Purchasing, MWBE & EEO Compliance, Payroll, Public Records and Cultural Affairs. This position also works as an integral member of the Administrative Services Division working closely with the department directors. This role demands exceptional organizational skills, discretion, commitment and the ability to manage complex schedules, communications and projects. Core responsibilities of the position include executive-level administrative support, office management, and project support. The Executive Assistant should also be a self-starter who acts independently, directs their own work, and handles diverse tasks quickly and accurately within a fast-paced office environment. The ideal candidate will have experience in supporting senior level executives.

Preferred Education Qualifications

- Bachelor's degree and two years' experience supporting an executive level position, **OR**
- Associate's degree and four years' experience supporting an executive level position, **OR**
- Graduation from high school or possession of a high school equivalency diploma and six years' experience supporting an executive level position.

Preferred Skills

- Must have a high level of professionalism, tact, and diplomacy;
- Ability to act as an ambassador for the Division;
- High proficiency in Microsoft Office Suite (Teams, Outlook, Excel, PowerPoint, Word, Planner, Sharepoint);

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- Ability to quickly learn and adapt to new software;
- Highly organized, with the ability to manage multiple complex projects and timelines simultaneously;
- Skilled in prioritizing tasks effectively
- Ability to anticipate needs, think critically, and offer proactive solutions
- Able to work in an environment with shifting priorities and tight deadlines
- Handles sensitive information with confidentiality and care
- Exceptional written and verbal communication skills; able to create polished presentations and reports
- Strong interpersonal skills to build relationships across teams.

Department:	Administrative Services
Number of Vacancies	1
Rate of Pay:	$53,780 - $76,060 annually Commensurate with qualifications and experience
Schedule:	37.5 hours/week
Application Deadline:	**UNTIL FILLED** All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening. **In addition to the online application please upload a copy of your resume.**
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. o Albany County o Rensselaer County o Schenectady County o Saratoga County o Greene County o Columbia County o Schoharie County

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

Posted on Monday, November 9, 2026

CONFIDENTIAL SECRETARY TO THE COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are pursuant to Civil Service Law Section 41(a) "one secretary of each state department or division, temporary state commission or other state officer authorized by law to appoint a secretary." The incumbent works closely with the Commissioner on confidential matters. This position requires independent judgment, integrity and discretion in carrying out secretarial, administrative and clerical responsibilities and in dealing with employees and the public. The work generally involves all aspects of preparation of moderately difficult correspondence, documents and forms and requires a general understanding of office policies and procedures. The work is performed under the direct supervision of the Commissioner. Supervision of others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Acts as secretary to a Commissioner which calls for the use of judgment and experience in making decisions in accordance with established policies and procedures;
- Performs all secretarial, administrative and clerical duties as assigned by the Commissioner;
- Composes and types routine correspondence, applying a knowledge of departmental operations and regulations;
- Prepares reports, documents and forms using computer software systems, such as Microsoft Office, etc.;
- May read incoming mail and answer general correspondence;
- May provide general information to the public by phone or in person;
- 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 office terminology, personal computers and office equipment;
- Good knowledge of Business English;
- Ability to understand and carry out complex oral and written directions;
- Ability to act independently;
- Ability to be discrete, confidential and professional;
- Ability to prepare written correspondence, forms and documents;
- Ability to establish and maintain effective working relationships with employees, other governmental officials and the general public;

- Clerical aptitude;
- Initiative;
- Mental alertness;
- Good judgment;
- Resourcefulness;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

NYS CSC 6/30/03