

Notice of Job Opening

Position: City Hall Ambassador

The City Hall Ambassador Program was implemented in June 2020, in response to the Covid-19 pandemic. Ambassadors play an important role in welcoming and providing front-line customer service to constituents visiting City Hall.

**This is a part-time position which does not include health benefits.*

Department: Administrative Services

Rate of Pay: \$15.52/hour

Schedule: 4.5 hours/day
2-3 shifts per week
Shifts are: 8:15 a.m.-12:45 p.m. **OR** 12:30 p.m.-5:00 p.m.

Duties of Position:

- Check-in constituents as they arrive at City Hall and direct them to the appropriate departments and City Court offices.
- Use a spreadsheet to gather visitor contact tracing information.
- Answer constituent questions and contact the appropriate department representative if more assistance is needed.
- Email basic end of day reports to supervisor.
- May be required to conduct COVID-19 health screenings and temperature checks for visitors.

Requirements:

- Customer service driven with a professional and friendly attitude
- Basic Microsoft Excel knowledge and data entry
- Basic email skills
- Ability to stand or sit for an extended period of time

How to Apply:

Interested individuals should submit a resume to Michelle Perez, Executive Assistant of Administrative Services, via email at mperez@albanyny.gov

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