



**City of Albany  
Common Council**

# **CALL FOR APPLICATIONS**

## **Task Force on the Municipal Flag**

The Albany Common Council is seeking applications from qualified residents of the City of Albany for the following position:

**Title of Position:**

Member, Task Force on the Municipal Flag

**Term of Appointment:**

The Task Force shall cease to exist one month after the winning flag is presented to the Common Council. Members shall serve without compensation and at the pleasure of the Common Council.

**Qualifications of Members:**

Members shall be residents of the City of Albany. Members shall possess knowledge pertaining to the efforts of other municipalities' efforts to change their flag or have a background in the history of Albany, graphic design, or other fields the Common Council believe are crucial to the success of the Task Force. In making such appointments, the Common Council shall endeavor to reflect the diversity of the City of Albany.

Applicants who are current employees of the City of Albany are not eligible for appointment.

**Position Responsibilities/Duties:**

The Task Force shall create a contest wherein members of the public can submit proposals for a new flag for the City of Albany. The contest shall be open for submissions for a period of at least two months. Submissions must include a design, a name for the design, and an explanation of each piece of symbolism in the design.

The Task Force shall review the submitted flags and select no more than five finalists based on the following criteria:

1. The aesthetic design of the flag; the finalists should be relatively simple in color or design;
2. The use of symbolism that reflects the history, culture, and people of City of Albany, both in the designs, patterns, and colors of the flag;
3. The distinctiveness of the flag; the flag should clearly represent Albany, and while it can be inspired by other flags, it should be noticeably distinct from its inspirations;

4. The readability of the flag; symbols should be large enough to discern from a distance, so letters or small detailed images like seals should be avoided; and
5. If any of these guidelines are intentionally not followed, the reason for such deviation from the guidelines should be articulated in the submission.

The Task Force shall create and maintain a website where members of the public can find information about the contest, including deadlines, criteria for judging flags, and information on members of the Task Force.

After the deadline for submissions has closed, the Task Force shall have one month to select no more than five finalists. The Task Force shall then hold a survey of Albany residents on these finalists. Such survey shall chose the winning submission, and such winning submission shall become the new flag of the City of Albany. Once the residents of the City choose a new flag, the Task Force shall present the winning flag and its symbolic context to the Common Council.

**Statutory Authority:**

Ordinance 74.111.23, passed at a meeting of the Albany Common Council on March 4, 2024

**Application Requirement:**

Applicants are asked to submit their current resume, a letter of intent describing their qualifications, their home address, as well as their phone numbers. Please submit these files as a Word document or PDF. Applicants may either submit these materials by mail, fax, [email](#), or [online form](#) on the Common Council website:

Albany Common Council  
Attn: Shaniqua Jackson, City Clerk  
Room 202, City Hall, Albany, NY 12207  
Tel: 518-434-5087 / Fax: 518-434-5081 / e-mail: [commoncouncil@albanyny.gov](mailto:commoncouncil@albanyny.gov)/  
<https://www.albanyny.gov/734/Call-For-Applications>

Applicants will be interviewed by a select committee of the Common Council prior to appointment.

**Deadline for Applications:**

Applications are accepted on a rolling basis. Applicants will be interviewed by a select committee of the Common Council prior to appointment. All applications received will be retained by the Common Council for one year. The Office of the Common Council may contact you for other positions if in our determination you are qualified for other vacancies.

**Policy Statement**

The Common Council is committed to assuring that its appointments to city boards, authorities, commissions or committees is representative of the diversity of Albany's population. Consistent with the City of Albany Human Rights Law, it is the policy of the Common Council to prohibit discrimination because of race, sex, creed, color, religion, national origin, sexual orientation, gender, gender identity or expression, age, disability, marital or domestic partner status, or natural hairstyle in all aspects of its personnel policies, programs, practices and operations.