



**City of Albany  
Common Council**

# **CALL FOR APPLICATIONS**

## **Commission on Monuments and Public Art (Monuments Commission)**

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

**Title of Position:**

Member, Monuments Commission

**Term of Appointment:**

In order to effectuate staggered terms, one initial member shall serve a term of one year, one shall serve a term of two years, and one shall serve a term of three years. After the appointment of initial members, appointments are typically for a three-year term (except where to fill a vacancy).

The start date and duration of appointments may be effected by the vacancy being filled. Appointees replacing a member who did not complete their term shall serve for the remainder of that term.

**Qualifications of Members:**

Members appointed by the Common Council shall be residents of the City of Albany and possess knowledge pertaining to history, historical preservation, and/or art history. In making such appointments, the Common Council shall endeavor to reflect the diversity of the City of Albany. Members of the Monuments Commission shall include individuals with professional backgrounds or those with otherwise demonstrated aptitude in the above.

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

**Position Responsibilities/Duties:**

The Common Council is seeking applications for members to the Monuments Commission to oversee the inventory of monuments and public artwork and communicate with the public regarding those pieces of art, coordinating with the Office of the Mayor to implement those processes.

Specifically, the Monuments Commission is tasked with:

- Cataloging and inventorying existing monuments, markers, and works of public art on City-owned property;
- Developing a procedure for public applications for new monuments, markers, and works of public art to be placed on City-owned property; receive applications for the same; and propose new monuments, markers, and works of public art for installation;

- Providing members of the public a chance to comment on proposed actions of the board and subsequently deciding on action(s) to be taken;
- Coordinating with the Office of the Mayor and other City departments to implement actions of the Monuments Commission;
- Reviewing the appropriateness of existing monuments;
- Conducting a forum for residents of the City to engage in civic dialogue regarding monuments, markers, and public art in the City;
- Establishing resources and online methods for the provision and receipt of monument information, public comments and recommendations;
- Coordinating community educational events as needed for the purpose of educating the public about existing public artworks in the City of Albany.

Members of the Monuments Commission serve without compensation. The Monuments Commission is expected to meet no less than four times a year for the purpose of conducting any business necessary to its operation and shall hold no less than three public meetings in three separate locations throughout the city for the purpose of hearing and compiling public comment on the initial report of the Monuments Commission and potential steps that may be taken by the City and other entities to more broadly represent and honor the diverse history and residents of Albany in such monuments and other locations. The Monuments Commission may meet at such additional times and places as deemed necessary by its members.

All meetings of the Monuments Commission are considered public meetings under the New York State Open Meetings Law and shall provide a reasonable opportunity for public comment in accordance with rules and guidelines adopted by the Monuments Commission.

The Monuments Commission is required to provide an initial and annual report to the Mayor and Common Council by January 31 of each year, summarizing its activities during the preceding calendar year as well as listing any changes to public monuments within the City, including monuments that have been created, taken down, or moved.

### **Statutory Authority:**

Part 41 (Commission on Monuments and Public Art) of Chapter 42 (Departments and Commissions) of the Code of the City of Albany.

### **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.