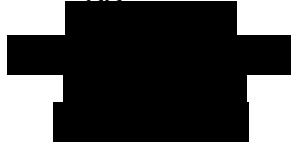


## Maggie A. Alix



### EDUCATION:

**Siena College**, Loudonville, NY  
BA in Sociology, Minor in Health Studies, May 2003  
**Heatly School**, Green Island, NY  
Regents Diploma, June 1999

### EXPERIENCE:

**Executive Assistant to the Mayor, *Village of Green Island***, Green Island, NY, October 2020 – Present

- Manage the day-to-day operations of the Village of Green Island.
- Represent the Village by participating in committees and meetings with external agencies.
- Oversee staff, the budget, expenditures and payroll.
- Perform executive administrative functions, including grant writing, capital project, and public relations.
- Act as a liaison between the general public, community organizations and the Mayor.
- Respond to citizen requests and concerns in a timely manner.

**Chief Executive Officer, *Green Island Industrial Development Agency***, Green Island, NY, March 2024 – Present

- Promote economic development within Green Island.
- Identify potential projects suitable for Green Island.
- Build relationships with local businesses, potential developers, and investors.
- Manage and facilitate financing opportunities for prospective development.
- Member of the Advance Albany County Alliance, Local Economic Development Advisory Committee.

**Director, Real Property Tax Service Agency, *County of Albany***, Albany, NY, August 2018 – October 2020

- Process applications for corrections of errors on town, county, school and village tax rolls.
- Prepare and maintain tax maps. Copies are provided to municipalities annually.
- Review and process all recorded deeds, survey and subdivision maps. Provide assessors with all pertinent information to update assessment rolls.
- Assist in the training of Assessors.
- Provide training and administrative support to Boards of Assessment Review (BAR) members.
- Provide assistance and information to the public regarding Real Property Tax matters.

**Code Enforcement Officer/Building Inspector, *Village of Green Island***, Green Island, NY, October 2012 – Present

- Enforce the NYS Code for new construction, building rehabilitation, fire safety and property maintenance.
- Issue permits and perform all necessary inspections for building projects.
- Enforce the Code of the Village of Green Island and the Zoning Code.
- Partake in the review of all Planning Board requests.
- Handle complaints in regard to violations of the NYS Code and quality of life.
- Manage the department budget.

**Director of Parks & Recreation, *Village of Green Island***, Green Island, NY, November 2004-Present

- Responsible for daily operations of the department.
- Interview, hire and evaluate approximately forty summer employees based on performance and attitude.
- Develop, organize and execute annual community events (Summer Program, Halloween Parade, Memorial Day Parade, Holiday festivities, Recreation Camps, etc.)
- Provide a safe, clean and fun environment for the patrons at Village facilities.
- Manage the department budget.

**Sole Appointed Assessor, *Village/Town of Green Island*, Green Island, NY, November 2005-2018, and October 2020 - Present**

- Maintain the assessment roll.
- Keep physical descriptions, inventory, and estimate the value of all real property.
- Evaluate and administer property tax exemptions.
- Provide the necessary information to formulate the tax roll (School District, County/Town, Village tax rolls).
- Establish and maintain effective public relations.
- Manage the department budget.

**Senior Policy Analyst, *Albany County Legislature, Office of the Chairman*, Albany, NY, February 2016 – 2018**

- Establish criteria for the Internship Program, evaluate applications, conduct interviews and provide oversight.
- Release community grant opportunities, review applications and provide feedback.
- Provide guidance to the Albany County Ethics Commission
- Organize and implement various special events at the request of the Chairman.
- Work collaboratively with the staff of the Legislature to provide the Legislators with the necessities to represent the constituents of Albany County.

**COMPUTER SKILLS:**

Windows, Microsoft Works, Word, Excel, Power Point, RPSV4. Knowledge of the Internet and Social Media.

**ADDITIONAL WORK EXPERIENCE:**

- Intern, *Stratton Veteran's Memorial Hospital*, Albany, NY, January 2003-May 2003
- Legislative Intern, *Albany County Legislature, Majority Council Office*, Albany, NY, May 2002 – August 2002

**ADDITIONAL EXPERIENCE:**

- Commissioner, Albany Water Purification District, January 2022 – Present
- Board Member, *NYS Assessor's Association Executive Board*, October 2015 – Present
  - President, 2023-2024
  - Legislative Committee Chairperson, 2018 –Present
  - Employee Committee, 2022-2023
  - Ethics Committee Chairperson, 2017 – 2018
- Board of Directors, *Albany-Schenectady County Assessor's Association*, 2015-Present
- President, *Albany-Schenectady County Assessor's Association*, January 2008-2012
- Member, NYS Real Property Tax Exemption Task Force, August 2021
- Member, *Albany County Stormwater Coalition*, January 2007 – Present
- Member, *Albany Pool Communities Corporation Board*, 2015 – Present
- Member on behalf of Chairman Sean Ward, *Capital District Transportation Committee*, February 2016-2018
- Treasurer, *Green Island Industrial Development Agency*, 2007-2023
- President of the Board of Directors, *Green Island Senior Citizens, Inc.*, July 2007-Present
- Director, *Green Island Food Pantry*, December 2006 –Present
- Director, *Green Island Christmas Program*, December 2006-Present
- Coach, *Green Island CYO Basketball*, November 2017-2019
- Coach, NY HAVOC Basketball, April 2018 - 2022
- Modified Basketball Coach, *Heatly High School*, November 2003 – February 2016
- Member, *Rensselaer County Chamber of Commerce Leadership Institute, Class of 2009*, September 2008

**References Upon Request**