

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

PLEASE POST CONSPICUOUSLY **- JOB APPLICATIONS WANTED -**

TITLE: Community Service Officer - Temporary

LOCATION: Parking Division

DURATION: Memorial Day - Labor Day

HOURS: Wednesday - Friday: varied starting hours between 2:00 p.m. and 4:00 p.m., working until 8:00 p.m.
Saturday and Sunday: 12:00 p.m. - 8:00 p.m.

SALARY: \$19.3113/hour

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for enforcing parking regulations where the motor vehicle is not in motion and for issuing tickets for violations in accordance with City ordinances and regulations. The incumbent is required to travel on foot and by car in performing the duties of this position. This particular position will focus primarily on the parking zones near the Six Mile Creek Gorge.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of driver license
- Copy of high school transcript or GED

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by Wednesday, April 24, 2019 to:

City of Ithaca
Human Resources Department
108 E. Green St.
Ithaca, NY 14850
(607) 273-8364
<https://ithaca-portal.mycivilservice.com/>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

Issued: April 9, 2019