

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

JOB APPLICATIONS WANTED

TITLE: Public Information Specialist

LOCATION: Public Information & Technology

SALARY: \$50,002 with subsequent step increases

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparing, producing and disseminating information about the City of Ithaca's activities, services, programs, legislation and news to the media and the public. The Public Information Specialist manages and disseminates news and information through a variety of media, including media releases, community newsletters, the City website, social media accounts, the City digital television channel and the City mass notification system. The Public Information Specialist also assists with the daily activities of the City Clerk's office as needed, including serving as the first point of contact with the City, issuing a variety of licenses and permits, and taking and transcribing minutes of official meetings. The work is performed under the general supervision of the City Clerk, in accordance with established laws, practices and procedures. Supervision may be exercised over the work of student interns, part-time temporary staff or volunteers. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a NYS registered or regionally accredited college or university with a Bachelor's Degree in Journalism, Communications, Creative Writing, English, Media Arts, Public Relations or a closely related field with similar course curriculum; or
- B. Graduation from a NYS registered or regionally accredited college with an Associate's Degree in Journalism, Communications, Creative Writing, English, Media Arts, Public Relations or a closely related field and two (2) years of full-time paid experience, or its part-time or volunteer equivalent, in public information, journalism, public relations, advertising or community relations, in a capacity which included writing as a primary job duty; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time or volunteer equivalent, in public information, journalism, public relations, advertising or community relations, in a capacity which included writing as a primary job duty; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

RESIDENCY REQUIREMENTS: Applicants must be residents of Tompkins County.

EXAM REQUIREMENTS: A civil service exam will be required at a later date.

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APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copies of college and high school transcripts

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last submission date indicated below. Postmarks are not accepted. All applications must be original applications. We do not accept faxed applications or photocopies of applications.

Submit required application materials by December 27, 2017 to:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539
Web site: www.cityofithaca.org

The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

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