

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: Hospitality Employment Training Program Coordinator

LOCATION: City of Ithaca - Greater Ithaca Activities Center (GIAC)

SALARY: \$47,377, with subsequent increases to \$59,222

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, developing, implementing and coordinating an employment training program for careers in the hospitality/customer service industry. The incumbent is also responsible for recruiting and screening program participants, collaborating with local employers to find job placements for program participants, and marketing and promoting the training program. In addition, the incumbent assesses the skills of participants, designs appropriate individual training programs for participants, and provides case management services to monitor and ensure the success of participants. The work is performed under the general supervision of the Greater Ithaca Activities Center Director, with considerable latitude allowed for the exercise of independent judgment in the performance of the work. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in sociology, psychology, social work, counseling, education, human resources management, hotel or restaurant management, or a closely related field with similar course curriculum and one (1) year of full-time paid experience, or its part-time and/or volunteer equivalent, working in a human services agency, educational environment, employment agency or human resources department in a capacity which involved the provision of direct services to clientele; or
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in sociology, psychology, human services, education, human resources management, hotel or restaurant management, or a closely related field with similar course curriculum and three (3) years of experience listed in (a); or
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience listed in (a); or
- D. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c). Please note that this means that the minimum academic requirement is at least high school graduation or a high school equivalency diploma, and the minimum experiential requirement is at least one (1) year of experience as described in (a).

NOTES:

1. College degrees in fields of study other than those specified in (a) and (b) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: 1 year college education = 6 months of qualifying experience.

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2. College coursework that did not result in the attainment of a job-related degree as defined above may be substituted for a portion of the required work experience at the rate of:

Thirty (30) credit hours of job-related college coursework shall be the equivalent of one (1) year of full-time work experience

Provided, however, that in no event shall college coursework toward an Associate's degree be substituted for more than eighteen months of work experience if the Associate's degree has not been obtained; nor shall college coursework toward a Bachelor's degree be substituted for more than forty-two (42) months of work experience if the Bachelor's degree has not been obtained; nor shall college coursework toward a Master's degree be substituted for more than six (6) months of work experience if the Master's degree has not been obtained.

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.

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

RESIDENCY REQUIREMENTS: Applicants must be residents of Tompkins County.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copies of high school and college transcripts
- Copy of driver license

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated above. Postmarks are not accepted. 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 July 24, 2019:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539

<https://ithaca-portal.mycivilservice.com>

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

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