

# 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](mailto:hrdept@cityofithaca.org)

### JOB APPLICATIONS WANTED

**TITLE:** CITY CHAMBERLAIN

**LOCATION:** City of Ithaca - Chamberlain's Office

**SALARY:** \$78,868, with subsequent increases to \$94,642

**The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.**

The City of Ithaca is seeking a City Chamberlain with proven leadership skills to help lead an organization that values diverse perspectives and has experience working effectively in a customer responsive setting. The City of Ithaca is committed to an inclusive work environment with a strong lens on equity.

The work involves supervising and planning highly important account keeping activities, including receiving and accounting for revenues, taxes and the allocation of funds to the proper accounts. General supervision is exercised over the staff of the office. General supervision is received from the City Controller with considerable leeway for the exercise of independent judgment and in accordance with existing laws, rules and regulations. Does related work as required.

#### **PREFERRED QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Accounting or a closely related field and six years of experience in maintaining financial accounts and records, two years of which shall have been in a supervisory capacity; or
- B. Graduation from a regionally accredited or New York State registered two-year college or business school with an Associate's Degree in Accounting or a closely related field and eight years of experience in maintaining financial accounts and records, three years of which shall have been in a supervisory capacity; or
- C. Graduation from high school or possession of a high school equivalency diploma and ten years of experience in maintaining financial accounts and records, four years of which shall have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

#### **APPLICATION MATERIALS REQUIRED:**

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

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 below. 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 May 12, 2021 to:

City of Ithaca  
Human Resources Department  
Web site: <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 23, 2021