



CITY OF ITHACA

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OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

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ADMINISTRATIVE APPLICATIONS SUPPORT SPECIALIST

Examination No. 21-619

APPLICATIONS ACCEPTED UNTIL:

September 24, 2021

EXAMINATION WILL BE HELD:

September 24, 2021

ACCEPTANCE OF APPLICATIONS: 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. Applications must be submitted electronically through our online application program at <https://ithaca-portal.mycivilservice.com>. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

APPLICATION MATERIALS REQUIRED: A City of Ithaca application and copy of high school and college transcripts.

LOCATION/VACANCIES: There is currently one vacancy in the Ithaca City School District. The eligible list established as a result of this examination may be used to fill this vacancy and any future vacancies that may occur during the life of the eligible list.

RESIDENCY: There are no residency requirements for this examination. Preference in certification may be given to candidates who are residents of the municipality in which appointment is to be made, provided that the candidate is a resident of such municipality at the time of examination and remains a resident of such municipality continuously thereafter, up to and including the dates of certification and appointment.

SALARY: \$55,000 - \$65,000

DISTINGUISHING FEATURES OF THE CLASS: The Administrative Applications Support Specialist is responsible for developing and maintaining the school district's web based application systems. The Administrative Applications Support Specialist is also responsible for directly supporting the successful installation of software applications in both a leadership and a hands-on role with tasks ranging from project management, to vendor liaison, to end-user training, as examples. The Administrative Applications Support Specialist also manages and provides support for district administrative software applications following installation. This includes training staff on the proper use, and routine work to be carried out on any of the systems utilized by the District. The incumbent also performs related administrative duties, including program planning, budgeting, fiscal management, statistical recordkeeping, district-wide calendar system management, management of security and access systems, collection and coordination of data, and maintenance of a computer hardware inventory and a computer software library. The work is performed under the general supervision of the Chief Information Officer with latitude allowed for the exercise of independent technical judgment in the performance of the work. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered two year college with an Associate's degree in computer science, information technology or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time paid equivalent, in an information technology, office management or senior level clerical position involving substantial knowledge and use of computer hardware or software; or
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience, or its part-time paid equivalent, in an information technology, office management or senior level clerical position involving substantial knowledge and use of computer hardware or software; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Special Requirement for Appointment in the Ithaca City School District: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by the Ithaca City School District as involving direct contact with students, a clearance for employment from the State Education Department is required.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

SCOPE OF THE EXAMINATION:

The examination will consist of a rated evaluation of training and experience.

Rated Evaluation of Training and Experience: You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas:

- Computer Programming
- Help Desk
- User Support
- Telecommunications
- Business/Systems Analysis
- Web Site Development
- Microcomputer Repair

SECTION 23.2 STATEMENT: This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

ADDITIONAL CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

GENERAL INSTRUCTIONS AND INFORMATION

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify the City of Ithaca Human Resources/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

Issued by: City of Ithaca Civil Service Commission
August 16, 2021