

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: Office Manager

LOCATION: City of Ithaca - Youth Bureau

SALARY: \$54,368, with subsequent increases to \$65,242

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.

A career at the Ithaca Youth Bureau (IYB) is waiting for you! The IYB is committed to a work environment that is equitable, where each individual can thrive. The IYB provides youth from diverse backgrounds with the tools they need to build a successful life for themselves and change the world for the better. We believe that all citizens can be physically, mentally and spiritually healthy, as well as socially and civically engaged. We help prepare youth, from all backgrounds, to live successful lives as adults by providing a variety of recreation and youth development opportunities that will help youth develop to their full potential.

The Office Manager will use their skills with administrative functions, operational management, and fiscal oversight to support the work our staff do with children and families. Youth Bureau programs are supported by diverse funding streams that require accurate record keeping, familiarity with software programs to file claims for services, and the tracking of staff time related to services. Previous experience with budgets, filing claims, and strong organizational skills are preferred. This confidential position works closely with program coordinators, and it is important to us that the office and financial functions, policies and procedures support an equitable and inclusive culture throughout the Youth Bureau.

POSITION DESCRIPTION: The work involves responsibility for supervising and coordinating the administrative activities of a department, or a major division of a department. Specific responsibilities may vary according to location, but typically include the supervision and training of office staff, the preparation and maintenance of financial, operational and/or personnel records, budget preparation, the establishment and implementation of office policies and procedures, and public information activities related to the work of the department or division. The work is performed under the general direction of the administrative head of the organizational unit in which the position is located, with considerable leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of subordinate clerical and financial staff. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of full-time paid office management experience, or its part-time paid equivalent, which shall have included both the preparation or maintenance of financial records or accounts and the supervision of subordinate office staff; or
- B. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree and four (4) years of full-time paid office management experience, or its part-time paid equivalent, at least two (2) years of which shall have included the preparation or maintenance of financial records or accounts and at least two (2) years of which shall have included the supervision of subordinate office staff; or

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MINIMUM QUALIFICATIONS (continued):

- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid office management experience, or its part-time paid equivalent, at least two (2) years of which shall have included the preparation or maintenance of financial records or accounts and at least two (2) years of which shall have included the supervision of subordinate office staff; 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, NY.

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

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy 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. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by October 27, 2021:

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



Issued: October 6, 2021