

# 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:** Information Management Specialist

**LOCATION:** City of Ithaca - Department of Public Information and Technology

**SALARY:** \$48,587, with subsequent increases to \$58,304

**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.**

**POSITION DESCRIPTION:** Information Management Specialists perform a diverse variety of tasks related to the functions of the City Clerk's Office/Department of Public Information and Technology. The Information Management Specialist is responsible for maintaining office coverage on a daily basis, in a team setting that includes phone and customer service related tasks. In addition, the Information Management Specialist is responsible for processing and managing official records of the City of Ithaca including posting information to the City website and electronic document management system. The Information Management Specialist also issues a variety of licenses and permits, in accordance with State and local laws and regulations. The Information Management Specialist serves as an information resource for both internal and external customers seeking information regarding City records, functions, and activities. The Information Management Specialist may be required to provide staff support to City boards and committees including attending meetings and taking minutes. The Information Management Specialist provides support to the IT staff in a variety of ways including purchasing, billing, and facilitating end user requests for support. The work is performed under the general supervision of the City Clerk, in accordance with established laws, practices and procedures. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a NYS registered or regionally accredited college with a Bachelor's Degree in Records or Information Management, Public or Business Administration, Communications, Information Technology, Office Administration, Office Management, Library Science or a related field; or
- B. Graduation from a NYS registered or regionally accredited college with an Associate's Degree in Records or Information Management, Public or Business Administration, Communications, Information Technology, Office Administration, Office Management, Library Science or a related field and two (2) years of full-time paid experience, or its part-time or volunteer equivalent, working in a government or business environment and performing duties related to records management, information management, public information or the issuance of permits or licenses; 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, working in a government or business environment and performing duties related to records management, information management, public information or the issuance of permits or licenses; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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**SPECIAL REQUIREMENT:** Candidates must obtain a Notary Public license within one year of appointment and must maintain said license for the duration of employment.

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of either Tompkins County or one of its six (6) contiguous counties (Cayuga, Chemung, Cortland, Schuyler, Seneca or Tioga).

**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 7, 2021