

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: GIAC Program Assistant (two positions)
LOCATION: City of Ithaca - Greater Ithaca Activities Center (GIAC)
HOURS: 25 hours/week
SALARY: \$18.0963, with subsequent increases to \$22.6218 (2021 rate)
\$18.6203, with subsequent increases to \$23.2764 (2022 rate)

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: The work involves responsibility for performing entry-level work and routine program duties by assisting GIAC Program Coordinators and GIAC Program Leaders in conducting multicultural, educational and recreational activities for youth, teens and seniors at the Greater Ithaca Activities Center (GIAC). Specific duties may vary depending on the program area to which the incumbent is assigned. Work is performed under the direct supervision of the GIAC Program Coordinator. Supervision is not a responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS: None

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.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- 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 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 December 8, 2021:

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



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