

# City of Ithaca

## Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

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### JOB APPLICATIONS WANTED

**TITLE:** Executive Assistant

**LOCATION:** City of Ithaca - Ithaca Police Department

**SALARY:** \$46,383, with subsequent increases to \$55,660

**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 highly complex administrative support duties and tasks to further the overall work of the department or program assigned. Incumbents typically serve as a personal administrative assistant to the head of a department or major division, relieving them of administrative and business details and resolving day-to-day operational problems. Additionally, the incumbent will be responsible for entering and retrieving information from a computer database/spreadsheet and query and generate reports as required to support technical and professional staff involved in a program. This position is distinguished from that of Office Assistant and Keyboard Specialist by virtue of its expanded scope of program support tasks and increased level of decision-making. The work is performed under the general supervision of an administrator with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of clerical subordinates. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in secretarial science, office management, office technology, business administration or a closely related field and two (2) years of full-time paid clerical experience, or its part-time and/or volunteer equivalent, which involved the operation of a computer for word-processing, database or spreadsheet applications; or
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (A); or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**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 December 29, 2021:

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.

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