

# City of Ithaca

## Office of Human Resources / Civil Service

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

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### JOB APPLICATIONS WANTED

**TITLE:** Sidewalk Program Manager  
**LOCATION:** City of Ithaca - Engineering  
**SALARY:** \$56,888, with subsequent increases to \$71,109

**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 planning, managing and overseeing the construction, inspection and repair of sidewalks in the City of Ithaca. The incumbent develops, recommends and manages work programs for designated Sidewalk Improvement Districts, monitoring and overseeing sidewalk projects from initiation to completion. In addition to aligning work programs with district assessments, the Sidewalk Program Manager pursues and manages supplementary funding sources, including grants and long-term borrowing. The work is performed under the general supervision of the Director of Engineering with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The work is performed in collaboration with contractors, consultants and public works crews engaged in sidewalk construction and repair. Supervision is exercised over the work of interns, temporary and seasonal staff, and work-study students. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in engineering, planning, architecture, landscape architecture or a related field with similar course curriculum, and one (1) year of full-time paid project management experience, or its part-time paid equivalent.

**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:** Applicants must be residents of Tompkins County.

**APPOINTMENT STATUS AND EXAM REQUIREMENT:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of college transcript
- 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 June 13, 2022:

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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