

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: Deputy City Clerk

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

SALARY: \$63,945 - \$76,734

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 Deputy City Clerk assists in the general administration of the City Clerk's Office, and assumes the duties of the City Clerk in the absence of the City Clerk or at the pleasure of the City Clerk. The Deputy City Clerk prepares, maintains, preserves and distributes official City records and public information, in both written and automated formats. The Deputy City Clerk takes, prepares, and edits the official minutes of governmental boards, and oversees the issuance and recording of licenses such as marriage, dog, hunting, and fishing licenses. The Deputy City Clerk is also responsible for the recruitment, operations, organization, training, and staffing of the City's volunteer advisory boards and commissions. The Deputy City Clerk serves as the public's point of contact for all commission activity, responding to public inquiries, and drafting year-end summary reports for distribution through City communications. The Deputy City Clerk will also brief Common Council, the Mayor, and Chief of Staff on board and commission activities as required, and will provide staff support to standing committees of Common Council as appropriate. The work is performed under the general supervision of the Director of Public Information and Technology, in accordance with established laws, practices and procedures. Direct supervision may be exercised over the clerical staff of the City Clerk's Office. Does related work as required.

MINIMUM QUALIFICATIONS:

This is an exempt class position, so no formal qualifications govern the appointment of candidates. However, it is recommended that candidates possess the following qualifications:

- A. Possession of a Bachelor's Degree in Public Administration, Business Administration, Library Science, Communications or a closely related field with similar course curriculum, and two (2) years of full-time paid experience, or its part-time paid 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 providing administrative support to elected officials, public bodies, or not-for-profit boards of directors; or
- B. Possession of an Associate's degree in Public Administration, Business Administration, Library Science, Communications or a closely related field with similar course curriculum, and four (4) years of full-time paid experience, or its part-time paid 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 providing administrative support to elected officials, public bodies, or not-for-profit boards of directors; or

Continued on Back

MINIMUM QUALIFICATIONS (continued):

- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid 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 providing administrative support to elected officials, public bodies, or not-for-profit boards of directors; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS: Candidates must obtain a notary public license within one year of appointment and must maintain 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 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 12, 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.

Issued: November 8, 2022