

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: Administrative Assistant

LOCATION: City of Ithaca - Department of Planning & Development

SALARY: \$45,173 with subsequent increases to \$56,466

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.

The Department of Planning & Development seeks an administrative professional to become part of our team. We are a dynamic and energetic office that manages many varied planning and development projects. We seek a candidate with excellent communication skills, a high level of proficiency with office –related computer tasks, and strong organizational abilities. Ample on-the-job training will be provided to familiarize the successful candidate with specific responsibilities.

POSITION DESCRIPTION: This person will be the first point of contact for applicants and the general public who are seeking information on development projects, review processes, and other planning initiatives. The work involves responsibility for performing a wide variety of administrative activities in support of the department, with a focus on managing a monthly schedule and tasks related to three decision-making boards. This position will have substantial contact with project teams and the general public to explain requirements and procedures; manage complex records; and assist professional staff with processing applications and coordinating meetings. Specific tasks may include: in-taking applications; processing checks; scheduling various meetings; coordinating a yearly calendar of board activities; preparing agendas and public hearing notices; and preparing and distributing board packets. The Administrative Assistant will provide technical support for hybrid meetings and will attend two evening meetings each month. The position also provides general office support to a staff of 10-12 people. Supervision is not a responsibility of this position. Does related work as required under the general supervision of the Director of Planning & Development.

MINIMUM QUALIFICATIONS: Either:

- 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 and two (2) years of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports; or
- b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports; or
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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

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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
- Cover Letter
- Resume
- 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 February 13, 2023.

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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