

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 Chamberlain
LOCATION: City of Ithaca - Chamberlain's Office
SALARY: \$78,253, with subsequent increases to \$93,904

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 Chamberlain assists with the general administration of the City Chamberlain's Office and assumes the duties of the City Chamberlain in the absence of the City Chamberlain or as assigned. The Deputy City Chamberlain supervises and performs a variety of accounting and business management activities, including receiving and accounting for revenues, allocating funds to the proper accounts, and disbursing City funds. The work is performed under the general supervision of the City Chamberlain in accordance with established laws, practices, and procedures, with leeway allowed for the exercise of independent judgment. General supervision is exercised over office staff. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Accounting, Business Administration or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time paid equivalent, in a responsible position involving the maintenance of financial accounts and records, at least one (1) year of which must have been in a supervisory capacity; or
- B. Graduation from a regionally accredited or New York State registered two-year college or business school with an Associate's Degree in Accounting, Business Administration or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid equivalent, in a responsible position involving the maintenance of financial accounts and records, at least two (2) years of which must have been in a supervisory capacity; or
- B. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time paid equivalent, in a responsible position involving the maintenance of financial accounts and records, at least two (2) years of which must have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT: 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 March 27, 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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