

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: Human Resources Recruitment Specialist

LOCATION: City of Ithaca - Human Resources Department

SALARY: \$71,791 - \$86,149

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: This is a professional human resources position responsible for developing, implementing, and conducting a comprehensive strategic recruitment program to meet current and future workforce needs and to create a fully inclusive workforce. The Human Resources Recruitment Specialist is also responsible for designing and delivering equity-focused trainings on recruitment and hiring practices that are consistent with city-wide diversity, equity, and inclusion goals. Additionally, the Human Resources Recruitment Specialist is responsible for all internal and external digital marketing strategies to attract applicants, and serves as the primary social media content creator and maintainer. The work is performed under the general supervision of the Director of Human Resources with considerable leeway allowed for the exercise of independent professional judgment in the performance of the work. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's degree in human resources management, public administration, business administration, marketing, 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, performing recruitment or community outreach; or
- B. Possession of an Associate's degree in human resources management, public administration, business administration, marketing, 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, performing recruitment or community outreach; or
- 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, performing recruitment or community outreach; 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.

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

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 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 31, 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.

Issued: March 7, 2023

