

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 Greater Ithaca Activities Center Director

LOCATION: City of Ithaca - Greater Ithaca Activities Center (GIAC)

SALARY: \$85,296, with subsequent increases to \$102,355

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 an administrative and supervisory position responsible for assisting the Greater Ithaca Activities Center (GIAC) Director in planning, organizing and administering the programs offered at GIAC. The Deputy GIAC Director is also responsible for the direct development, implementation and administration of one or more components of the GIAC program as assigned by the GIAC Director. The Deputy GIAC Director serves as the GIAC Director's representative as assigned and may assume the GIAC Director's responsibilities in the Director's absence. The work is performed under the general direction of the GIAC Director with wide latitude for independent judgment in planning and carrying out the details of the work. Supervision is exercised over the work of subordinate staff of GIAC. Does related work as required.

Responsibilities also include interpreting, creating, and enforcing oral and written policies; researching and writing grant applications as well as effective grants management; and preparing narrative, statistical, and financial reports and records.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social work, sociology, psychology, human services, education, recreation, business, public administration, communications or a related field and two (2) years of full-time paid experience working with diverse youth, adults and/or families in a community, human services or recreation program, an educational environment, or a similar organization in a capacity which involved the administration or supervision of direct service programs; or
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in social work, sociology, psychology, human services, education, recreation, business, public administration, communications or a related field and four (4) years of full-time paid experience working with diverse youth, adults and/or families in a community, human services or recreation program, an educational environment, or a similar organization in a capacity which involved the provision of direct services to clientele, at least two (2) years of which shall have involved the administration or supervision of direct service programs; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience working with diverse youth, adults and/or families in a community, human services or recreation program, an educational environment, or a similar organization in a capacity which involved the provision of direct services to clientele, at least two (2) years of which shall have involved the administration or supervision of direct service programs; or
- D. An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

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Note: Part-time and/or verifiable volunteer experience may be credited toward the experiential requirement on a pro-rata basis.

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 April 3, 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 1, 2023

