

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 Coordinator

LOCATION: City of Ithaca - Police Department

SALARY: \$56,023, with subsequent increases to \$67,228

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 work involves responsibility for coordinating and managing the daily administrative activities of a department or division, including the preparation and maintenance of financial, operational, payroll and personnel records, budget preparation, the establishment, implementation and improvement of office policies, procedures and systems, and public information activities related to the work of the department or division. The work is performed under the general supervision of the administrative head of the organizational unit in which the position is located, with considerable leeway allowed for the exercise of independent judgment. The position is distinguished from that of Administrative Assistant by its greater scope of office management responsibilities and greater autonomy. The position is distinguished from that of Office Manager in that an Administrative Coordinator does not regularly supervise the work of subordinate clerical and financial staff. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in a financial, administrative or office support field and two (2) years of full-time paid clerical, administrative or office management experience, or its part-time paid equivalent, which shall have included the preparation or maintenance of financial records or accounts; or
- B. Possession of an Associate's Degree in a financial, administrative or office support field and four (4) years of full-time paid clerical, administrative or office management experience, or its part-time paid equivalent, at least two (2) years of which shall have included the preparation or maintenance of financial records or accounts; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid clerical, administrative or office management experience, or its part-time paid equivalent, at least two (2) years of which shall have included the preparation or maintenance of financial records or accounts; or
- D. An equivalent combination of training and experience as defined by the limits of (a) (b) and (c).

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.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

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 13, 2023:

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



We would love to have you on our team! We hope to hear from you soon!

Re-Issued: November 28, 2023