

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: Executive Assistant to the City Manager

LOCATION: City of Ithaca - City Manager's Office

SALARY: \$56,023 - \$67,228, depending on professional background

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 Executive Assistant to the City Manager performs highly responsible, confidential, complex administrative and office support duties to support the work of the City Manager. The Executive Assistant to the City Manager relieves the City Manager of routine administrative functions, provides administrative support for City processes and initiatives, and performs office support functions for the City Manager's Office. The Executive Assistant to the City Manager serves as liaison between the City Manager and City staff, the public, appointed boards and commissions, community organizations, and other governmental agencies seeking interaction with the City Manager. The Executive Assistant to the City Manager also researches issues, compiles and analyzes information, and prepares reports and presentations as directed. Responsibilities require tact, discretion, diplomacy, initiative and independent judgment. The work is performed under the general supervision of the City Manager, with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

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

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's degree in office management, office technology, public administration, business administration, management or a closely related field with similar course curriculum; or
- B. Possession of an Associate's degree in office management, office technology, public administration, business administration, management, or a closely related field with similar course curriculum and two (2) years of full-time paid office administration experience, or its part-time paid equivalent, which included providing support to executive level staff; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid office administration experience, or its part-time paid equivalent, which included providing support to executive level staff; 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.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of high school and college transcripts
- Cover letter and resume

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 6, 2024:

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!

Issued: February 14, 2024