

# NOW HIRING:

## *Deputy City Manager*



**The City of Ithaca is now accepting applications for the position of Deputy City Manager.**

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### **Position Description:**

This executive leadership position plays a pivotal role in ensuring the effective and efficient provision of services to City residents, shaping and maintaining the City's reputation, ensuring the safety and well-being of its citizens, and fostering a strong sense of community. The Deputy City Manager is a key advisor to the City Manager and a vital member of the City's leadership team, and is responsible for steering strategic initiatives, serving as coordinator and point-of-contact for community partner programs, enhancing operational efficiency, and promoting transparent communication between the City government and its residents. The work is performed under the administrative direction of the City Manager, with broad leeway allowed for the exercise of independent judgment in assigned areas of responsibility. Supervision is exercised over City staff as assigned. Does related work as required.

To view the complete job description visit: [Microsoft Word - Deputy City Manager 2024.docx \(.cityofithaca.org\)](#).

### **Minimum Qualifications:**

A. Possession of a Master's Degree in Public Administration, Public Policy, Public Affairs, Business Administration, Communications, or a closely related field with similar course curriculum, and five (5) years of administrative or management experience working for a municipal government or non-profit organization, at least three (3) years of which must have been in a senior management or executive leadership role; or

B. Possession of a Bachelor's Degree and seven (7) years of administrative or management experience working for a municipal government or non-profit organization, at least five (5) years of which must have been in a senior management or executive leadership role.

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.

### **Special Requirements:**

The Deputy City Manager is a public officer of the City of Ithaca. Pursuant to Article 3 of New York State Public Officers Law, the holder of this position must be at least eighteen (18) years old, a United States citizen, and cannot have been convicted of a felony. The Deputy City Manager must also meet residency requirements established in the City of Ithaca Charter.

### **Compensation:**

The starting annual salary range for the Deputy City Manager is \$125,000 to \$150,000

### **Residency Requirements:**

There are no residency requirements for this position.

### **Application Requirements:**

All applicants must submit the following materials:

- City of Ithaca application
- Copy of college transcripts

Applications must be received by the City of Ithaca Human Resources Department. All Applications must be submitted electronically through our online application program. The City of Ithaca Human Resources Department will not accept paper applications, faxed applications, emailed applications or photocopies of applications.

**To apply, please visit our website at <https://ithaca-portal.mycivilservice.com>.**

**Applications will be accepted until August 28, 2024.**

*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.*



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