

# **NOW HIRING:**

## ***Encampment Response Coordinator***



**Location:** City of Ithaca, NY  
**Department:** City Manager's Office  
**Classification:** Non-Competitive  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** None  
**Salary:** \$32/Hour  
**Hours:** 15-20 Hours/Week

The City of Ithaca, a top Finger Lakes Area employer, is seeking qualified applicants for the position of Encampment Response Coordinator. This position serves the City Manager's Office and reports directly to the City Manager.

**Position Description:** The Encampment Response Coordinator is responsible for coordinating and implementing the City's encampment response protocol and cleanup efforts in accordance with City policy and procedures. Duties include coordinating closures and clean-up of unsanctioned encampments in City Right of Way and City properties, ensuring compliance with legal and environmental standards and regulations, overseeing property collection and storage protocols, and recording and documenting encampment responses and locations. Additional duties include coordinating with other City departments, outside agencies, property owners, law enforcement, contractors and the public when addressing encampments. The Encampment Response Coordinator also provides assistance and support to the Deputy City Manager on encampment management issues. The work is performed under the general supervision of the Deputy City Manager with leeway allowed for the exercise of independent judgment when performing the work. The work is performed on an as-needed basis to address unsanctioned encampments as they arise. Does related work as required.

Duties include coordinating closures and cleanup of unsanctioned encampments in City Right of Way and City properties, ensuring compliance with legal and environmental standards and regulations, overseeing property collection and storage protocols, and recording and documenting encampment responses and locations.

This position is not designed as an outreach worker position. It has a focus on administration and coordination.

To view the complete job description, visit: [Encampment Response Coordinator Job Description](#).

**Minimum Qualifications:** There are no specific requirements for this position. Preference may be given to candidates with prior work experience at a non-profit agency, government agency, campground, or a customer service field; candidates with volunteer experience working with

people experiencing homelessness or low-income persons; and/or candidates with lived experience with homelessness.

**Residency Requirements:** There are no residency requirements for this position.

**Supplemental Information:**

- Computers are available for use by appointment should you need one to complete your application. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to [hr@cityofithaca.org](mailto:hr@cityofithaca.org).
- 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.
- The City of Ithaca is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607) 274 6539 or by email to [hr@cityofithaca.org](mailto:hr@cityofithaca.org).

**Application Materials Required:**

- City of Ithaca application

Submit required application materials by October 16, 2024, to:

**Web site:** <https://ithaca-portal.mycivilservice.com>

**Attn: City of Ithaca**

**Human Resources Department**

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 above. 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.

**Ithaca is Gorges! We would love to have you on our team!**

