

NOW HIRING:

Community Permit Specialist



The City of Ithaca is now accepting applications for the position of Community Permit Specialist.

Location: City of Ithaca, NY
Department: Public Information and Technology
Classification: Competitive
FLSA Status: Exempt
Bargaining Unit: Management
Salary: \$68,380 - \$82,056

The City of Ithaca, a top Finger Lakes Area employer, is seeking qualified applicants for the position of Community Support Specialist. This position serves the department of Public Information and Technology and reports directly to the Director of Public Information and Technology.

Position Description: This is an administrative support position responsible for the intake and processing of permits for events and activities that take place on property owned by the City of Ithaca. The Community Permit Specialist serves as the initial point of contact for applicants, staff, and other partners for various permits and user reported issues. The work involves customer service, technical assistance, coordination with outside agencies and providing clear, consistent, and positive public communication. The position is distinguished from that of Community Permit Coordinator in that the Community Permit Specialist does not have responsibility for the overall administration of the permitting process. The work is performed under the general supervision of the Director of Public Information and Technology, in accordance with established policies and procedures. More complex permit applications are referred to the Community Permit Coordinator for resolution and disposition. Performs related work as required.

To view the complete job description, visit: [Community-Permit-Specialist](#).

Minimum Qualifications:

- A. Possession of an Associate's degree in an administrative field, such as business administration, office management, office technology or a closely related field with similar course curriculum;
or
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid administrative support experience, or its part-time and/or volunteer equivalent; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

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.

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.

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

Benefits: Refer to the [Fringe Benefits/Labor Contracts](#) webpage and [2021 Fringe Benefits for Managerial Personnel](#).

Supplemental Information:

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to 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.

Application Materials Required:

- City of Ithaca application
- Copy of high school and college transcripts

Submit required application materials by October 30, 2024 to:

Web site: [\[https://ithaca-portal.mycivilservice.com\]](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!



Issued: October 15, 2024