

NOW HIRING:

Sidewalk Program Manager



The City of Ithaca is now accepting applications for the position of Sidewalk Program Manager.

Location: City of Ithaca, NY
Department: Engineering
Classification: Competitive
FLSA Status: Non-Exempt
Bargaining Unit: Administrative Unit
Salary: \$59,477 - \$74,345

The City of Ithaca, a top Finger Lakes Area employer, is seeking qualified applicants for the position of Sidewalk Program Manager. This position serves the Engineering Department and reports directly to the Director of Engineering Services.

POSITION DESCRIPTION: The work involves responsibility for planning, managing and overseeing the construction, inspection and repair of sidewalks in the City of Ithaca. The incumbent develops, recommends and manages work programs for designated Sidewalk Improvement Districts, monitoring and overseeing sidewalk projects from initiation to completion. In addition to aligning work programs with district assessments, the Sidewalk Program Manager pursues and manages supplementary funding sources, including grants and long-term borrowing. The work is performed under the general supervision of the Director of Engineering with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The work is performed in collaboration with contractors, consultants and public works crews engaged in sidewalk construction and repair. Supervision is exercised over the work of interns, temporary and seasonal staff, and work-study students. Does related work as required.

To view the complete job description, visit: [Sidewalk Program Manager job description.](#)

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's degree in engineering, planning, architecture, landscape architecture, environmental studies, public administration, public policy, urban design, or a related field with similar course curriculum, and one (1) year of full-time paid project management experience, or its part-time paid equivalent.

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 REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

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](#) webpage and [Administrative Unit collective bargaining unit](#).

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 college transcript
- Copy of driver license

Submit required application materials by December 11, 2024 to:

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

Attn: City of Ithaca

Human Resources Department

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!



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