

NOW HIRING

Administrative Assistant



The City of Ithaca is now accepting applications for the position of Administrative Assistant.

Location: City of Ithaca, NY
Department: Ithaca Youth Bureau
Classification: Competitive
FLSA Status: Non-Exempt
Bargaining Unit: Administrative
Salary: \$45,470 - \$54,055 – 35 Hours/week

The Administrative Assistant for the Recreation Division of the Ithaca Youth Bureau plays a pivotal role in ensuring seamless program operations by overseeing the entry and maintenance of approximately 7,000 user registrations and reservations each year, coordinating closely with Front Office and Recreation staff to meet data-entry needs and deadlines. This position is the first point of customer contact at the Youth Bureau and provides specialized support for pavilion reservations, program registration, lesson enrollment, account creation, and more. In addition to delivering excellent customer service, the Administrative Assistant actively supports the Recreation Division by preparing class lists, attendance sheets, user reports, and time-sensitive notifications for cancellations or waitlist replacements. This position also has shared responsibilities in the day-to-day operations of the Front Office which requires collaboration and cooperation with the Fiscal Manager, Administrative Assistant for Personnel and Finance, the Executive Assistant, and others assigned to the Front Office. Distinguishing this role from other administrative assistant positions, it requires in-depth knowledge of diverse park and recreation programs, scholarship tracking and reporting, liaison responsibilities between the Recreation Division and Front Office, and handling of volunteer and contractor requirements. By combining customer service, database oversight, specialized program knowledge, and coordination of compliance processes, the Administrative Assistant for the Recreation Division uniquely integrates broad administrative functions with the focused demands of community recreation services. This position reports directly to the Recreation Administrator but receives additional direction from the department's leadership team.

To view the complete job description, visit: [Administrative Assistant job description](#).

Minimum Qualifications: Either:

- (a) Possession of an Associate's degree and two (2) years of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports; or
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports; 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 scheduled to be given on May 3, 2025. Applicants are required to submit an application for the Administrative Assistant exam by April 11, 2025 at [City of Ithaca Civil Service Employment Portal](#). 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 [CSEA Administrative Unit Collective Bargaining Agreement](#).

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 hrdept@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 hrdept@cityofithaca.org.

Application Materials Required:

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

Applications will be accepted until April 11, 2025. Submit required application materials 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!

