

NOW HIRING

Executive Assistant



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

Location: City of Ithaca, NY
Department: Ithaca Youth Bureau
Classification: Competitive
FLSA Status: Non-Exempt
Bargaining Unit: Confidential
Salary: \$54,678 - \$63,823

Position Description: This position performs high-level administrative and office support tasks that help the department or program achieve its objectives. The incumbent typically serves as the personal administrative assistant to the head of a department or major division, relieving them of administrative and business details and exercising considerable independent judgment in resolving day-to-day operational problems. The Executive Assistant is responsible for entering and retrieving information from a variety of computer applications, generating reports as needed, and providing specialized program support to technical and professional staff. The role is distinguished by its advanced scope of support, including digital records management, scheduling, project coordination, and office workflow improvements, as well as a higher level of decision-making than entry-level clerical positions. Work is performed under the general supervision of an administrator with significant leeway for independent decision-making. Supervision may be exercised over the work of clerical staff. Does related work as required.

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

Minimum Qualifications:

- A. Possession of an Associate's degree in secretarial science, office management, office technology, business administration or a closely related field and two (2) years of full-time paid clerical experience, or its part-time and/or volunteer equivalent, which involved the operation of a computer for word-processing, database or spreadsheet applications; or
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (A); 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](#) webpage and [Fringe Benefits for Confidentials](#).

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 transcript

Applications will be accepted until June 6, 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!



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