

NOW HIRING

Deputy Director of Human Resources



The City of Ithaca is now accepting applications for the position of Deputy Director of Human Resources.

Location: City of Ithaca, NY
Department: Human Resources
Classification: Competitive
FLSA Status: Exempt
Bargaining Unit: Management
Salary: \$96,254 - \$115,505

Position Description: This administrator is responsible for overseeing the daily operations of the Human Resources (HR) Department, providing leadership in HR functions such as recruitment, civil service administration, classification, compensation, training and development, benefits administration, and labor and employee relations. The Deputy Director acts as the department head in the absence of the HR Director and ensures the alignment of HR practices with the City of Ithaca's strategic goals, policies, and compliance with federal, state, and local regulations. This position plays a key role in supporting the City's workforce initiatives, driving change management, and facilitating HR process improvements. The incumbent will provide supervision to the Human Resources staff, ensuring effective service delivery in all Human Resources functional areas. The work requires strong collaboration with department heads, employees, and external partners to promote workforce development, employee engagement, and equity. Does related work as required.

To view the complete job description, visit: [Deputy Director of Human Resources job description](#).

Minimum Qualifications:

- A. Possession of a master's degree in Public Administration, Industrial and Labor Relations, Human Resource Management or a closely related field with similar course curriculum and three (3) years of full-time paid professional human resources experience, or its part-time paid equivalent experience in public sector human resources or civil service administration, such as recruitment, classification, compensation, labor relations, or benefits administration; or
- B. Possession of a bachelor's degree and five (5) years of full-time paid professional human resources experience, or its part-time paid equivalent experience in public sector human resources or civil service administration, such as recruitment, classification, compensation, labor relations, or benefits administration; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above, coupled with the possession of at least one of the following credentials: a SHRM Certified Professional (SHRM-CP), SHRM Senior Certified Professional (SHRM-SCP), PHR, SPHR, or CLRP designation.

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 Managerial Personnel](#).

Supplemental Information:

- Computers are available for applying, 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+ candidates, 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 any accommodation is needed, please call (607)-274-6539 or send an email to hrdept@cityofithaca.org.

Application Materials Required:

- City of Ithaca application
- Copy of college transcript

Applications will be accepted until September 8, 2025. Submit required application materials via the following **website:** <https://ithaca-portal.mycivilservice.com>

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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