



City of

Ithaca

Director of Human Resources

The City of Ithaca, NY is seeking qualified applicants for the role of Director of Human Resources!

The Director of Human Resources is a highly confidential public officer position responsible for developing, implementing, managing and objectively administering public personnel administration programs and policies for the City. This individual will serve as the department head for the City's Department of Human Resources, and act as a leading advisor to the City Manager and the City's Common Council.

Key responsibilities include:

- Providing direction and directives to the Human Resources staff in the performance of their duties, establishing work priorities, and achieving department and citywide goals;
- Acting as a key management representative in personnel functions including labor relations matters such as collective bargaining, grievance arbitration, and similar proceedings; and
- Ensuring the success of the City's commitment to equity and justice.

Qualified candidates will hold a master's degree in Public Administration, Industrial or Labor Relations, Human Resources Management or a closely related field and 3 years of experience in the Human Resources field with progressively responsible leadership experience; **or** a bachelor's degree and 5 years of experience as previously defined; **or** an equivalent combination of training and experience as previously defined.

Click here to view the full job description. We value diverse perspectives and life experiences. People of all backgrounds are encouraged to apply

Salary Range:

\$118,118 - \$141,742

Benefits:

New York State Retirement
Competitive, low cost medical insurances
Additional benefit information can be found [here](#)

Apply Today:

Please send a cover letter and resume to Catherine Muskin at cmuskin@cityofithaca.org





About the Department:

The Human Resources Department, located in City Hall, is a team of eight dedicated professionals. With an annual budget of approximately \$1.2 million, the department provides a comprehensive range of services to support both City staff and organizational priorities. The HR team leads and supports a variety of human resources programs, policies, and organizational improvement efforts across the City.

About the Organization:

- Transitioned to a City Manager form of government in January 2024
- Approximate \$111 million City budget
- Employs around 425 permanent employees, which increases to about 480 total employees when including seasonal employees
- Ten (10) departments: Attorney's Office, City Manager's Office, Department of Information and Community Engagement (DICE), Department of Public Works, Finance, Fire, Greater Ithaca Activities Center (GIAC), Human Resources, Planning & Development, Police, and Youth Bureau.

About the Community:

Recently recognized as #1 on CNN Travel's 2025 America's Best Towns to Visit, Ithaca, New York is celebrated for its remarkable natural beauty, including numerous waterfalls, lakes, and scenic trails. The city is also a vibrant college town, home to Cornell University and Ithaca College, which contribute to a rich arts, culture, and intellectual community. Ithaca offers a high quality of life supported by access to outdoor recreation, diverse neighborhoods, local dining, and an active civic environment. Whether exploring one of the city's many parks or participating in community events, residents enjoy a welcoming and dynamic place to live and work.

Additional Information:

The Director of Human Resources is a non-competitive position and does not hold any residency requirements. To apply, please email a cover letter and resume to Catherine Muskin at cmuskin@cityofithaca.org.

Applications will be accepted through January 13, 2026. Please contact Catherine Muskin with any questions by email at cmuskin@cityofithaca.org.

Note: College degrees must have been awarded by, and college coursework must have been completed at, 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, or coursework was completed at, 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.