

NOW HIRING CITY CLERK



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

Location: City of Ithaca, NY

Department: Department of Information and Community Engagement (DICE)

Classification: Competitive

Bargaining Unit: Management

Salary: \$89,440 - \$107,328

Position Description: This position is responsible for planning, supervising, and coordinating the work of the City Clerk's Office, including the preparation, management, custody and retention of official City records, the issuance of a variety of licenses and permits and the receipt of, and response to, Freedom of Information Law requests. The City Clerk's Office, a division of the Department of Information and Community Engagement (DICE), also serves as a liaison between City government and its citizens by encouraging citizen involvement in government through a variety of informational sources, including video streaming of City meetings, print advertisements, legal notices, public appearances, public service announcements and education campaigns. The work is performed under the administrative direction of the Director of Information and Community Engagement, with considerable latitude allowed for the frequent exercise of individual initiative and judgment. General supervision is exercised over subordinate administrative support staff. The City Clerk acts as the City's Records Access Officer under FOIL, and Records Management Officer. The City Clerk also performs related work as required.

To view the complete job description, visit: [City Clerk job description](#).

Minimum Qualifications: Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a bachelor's degree and two (2) years of full-time paid professional experience or its part-time paid equivalent, involving the management of official records or documents, supervision of staff, or coordination of public services such as licensing and/or permitting; **or**
- B. Graduation from a New York State registered or regionally accredited college or university with an associate's degree and four (4) years of full-time paid professional experience, or its part-time paid equivalent, involving the management of official records or documents, supervision of staff, or coordination of public services such as licensing or permitting; **or**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid professional experience, or its part-time paid equivalent, involving the management of official records or documents, supervision of staff, or coordination of public services such as licensing or permitting.

Special Requirement: Must hold the Office of Notary Public at time of appointment or must obtain the Office of Notary Public within one year of appointment as specified by the New York State Department of State.

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 Management Personnel](#).

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 contact us by email using hrdept@cityofithaca.org.

Application Materials Required:

- City of Ithaca application
- Copy of college transcript

Applications will be accepted until April 8, 2026. 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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