

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

INTERNAL POSTING ONLY PERMANENT EMPLOYEES ONLY

TITLE: GIAC Program Leader - Two Positions

LOCATION: City of Ithaca

SALARY: \$42,841

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide variety of administrative activities and tasks in support of multicultural, educational and recreational program activities for youth, teens and seniors at the Greater Ithaca Activities Center (GIAC). Specific tasks vary depending on the program area to which the employee is assigned. The work is performed under direct supervision of a GIAC Program Coordinator with leeway allowed in the exercise of independent judgment in carrying out the details of the work. Working supervision is exercised over program assistants, part-time seasonal staff, volunteers and student interns. Does related work as required.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed as a GIAC Program Assistant with the Greater Ithaca Activities Center, and must have served continuously on a full-time permanent basis as a GIAC Program Assistant with the Greater Ithaca Activities Center for two (2) years.

SPECIAL REQUIREMENTS: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

EXAM REQUIREMENTS: A civil service exam will be given at a later date.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of driver license

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by Wednesday, January 23, 2019 to:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539

Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is an Equal Opportunity Employer that is committed to diversifying its workforce.

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