CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date: Wednesday, February 19, 2020
Time: 11:30 am
Location: City Hall, 2nd floor conference room

AGENDA

Approval of Minutes

New Business

1. IPD: Request to Waive Residency
2. IPD: Request to Waive Application Fees
3. New Position Duties Statement: ICSD – Administrative Assistant
4. New Position Duties Statement: City Attorney’s Office – Assistant City Attorney
5. Change in title and update of job description: Director of Facilities and Maintenance to Facilities and Maintenance Manager
7. Update of Job Description: Housing Inspector (IHA)
8. Change in title and update of job description: Director of Housing Operations to Operations Manager
9. Approval of Annual Report

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Addition of Names to Continuous Recruitment Eligible Lists
4. Approval of Personnel Transactions
Commissioners Present: Commissioner Richardson  
Commissioner Abrams  
Commissioner Thompson  

Staff Present: Valerie Saul (Deputy Director of Human Resources)  

Commissioner Richardson called the meeting to order at 11:50 am.  

APPROVAL OF MINUTES  

Commissioner Abrams made a motion to approve the minutes from the November 13, 2019 meeting. Seconded by Commissioner Thompson. Motion carried 3-0.  

EXECUTIVE SESSION  

Commissioner Richardson made a motion to go into executive session to discuss civil service examination and eligible list matters. Seconded by Commissioner Thompson. Motion carried 3-0. During executive session, the Commission took the following actions:  

Disqualification of Candidate  

Commissioner Thompson made a motion to disqualify a candidate from Firefighter Eligible List #61-148, pursuant to Sections 50.4(f) and 50.4(g) of New York State Civil Service Law. Seconded by Commissioner Abrams. Motion carried 3-0.  

CONTINUING BUSINESS  

Establishment of Eligible List  

Commissioner Richardson made a motion to establish Police Officer Eligible List #67-955 for one year. Seconded by Commissioner Thompson. Motion carried 3-0.  

Addition of Candidates to Continuous Recruitment Eligible Lists  

Commissioner Abrams made a motion to add candidates to the continuous recruitment eligible lists. Seconded by Commissioner Thompson. Motion carried 3-0.  

Approval of Personnel Transactions  

Commissioner Richardson made a motion to approve the monthly personnel transactions. Seconded by Commissioner Abrams. Motion carried 3-0.  

The next Civil Service Commission meeting will be held Wednesday, January 15, 2020 at 11:30 am. With no further business, the meeting was adjourned at 12:20 pm.
January 13, 2020

Commissioner Arlene Richardson
City of Ithaca Civil Service Commission
108 E. Green Street
Ithaca, NY 14850

Dear Commissioner Richardson:

The Ithaca Police Department is facing a hiring crisis. A significantly smaller number of people applied last year for our September 2019 Civil Service Examination. There are currently 35 applicants on our new list that was certified in 2019. This is substantially less than previous years. The number of qualified applicants will decrease following the physical fitness testing scheduled later this month.

In order to fill the number of our police officer vacancies, we will be asking for another examination to be held this year. To effectively recruit a diverse number of applicants, the Ithaca Police Department is asking that the residency requirements be waived for all applicants. We are also asking that the fees associated with the application process be waived. Our research has shown this additional cost is reducing the number of applicants who are applying.

The Chief of Police, myself, the Deputy Chief of Professional Standards, and our recruitment team Lieutenant are willing to discuss this further and will provide additional information at the February 2020 meeting of the City of Ithaca Civil Service Commission.

Thank you for your consideration into this matter.

Sincerely,

[Signature]

Vincent P. Monticello
Sr. Deputy Chief of Police

cc: Comm. Catherine Thompson
Comm. Barbara Abrams
IPD Chiefs
Lt. Garin
Schelley Michell-Nunn, Director of Human Resources
Val Saul, Deputy Director of Human Resources

"An Equal Opportunity Employer with a Commitment to Workforce Diversification"
City of Ithaca Civil Service Commission
108 East Green Street - Ithaca, NY 14850
New Position Duties Statement
Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

<table>
<thead>
<tr>
<th>1. Department</th>
<th>Bureau, Division, Unit or Section</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Education</td>
<td>ITTACA CITY SCHOOL DISTRICT</td>
<td>Administration Building</td>
</tr>
</tbody>
</table>

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

<table>
<thead>
<tr>
<th>Job Title: Administrative Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Percent of Work Time</strong></td>
</tr>
<tr>
<td>70%</td>
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<tr>
<td>10%</td>
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<tr>
<td>5%</td>
</tr>
<tr>
<td>5%</td>
</tr>
</tbody>
</table>

(Attach additional sheets if more space is needed)
3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheila McEvory</td>
<td>Director of Special Education</td>
<td>Direct</td>
</tr>
</tbody>
</table>

4. Names and Titles of Persons Supervised by Employee in this position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
</table>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
</table>

6. What minimum qualifications do you think should be required for this position?

- **Education:**
  - High School: 4 Years
  - College: Years, with specialization in
  - College: Years, with specialization in

- **Experience:** (list amount and type)

- **Essential knowledges, skills and abilities:**

- **Type of license or certificate required:**

7. The above statements are accurate and complete.

   Date: 1/14/30  
   Title: Director of Special Education  
   Signature: [Signature]

   Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

   Title:  
   Jurisdictional Classification:  

   Date:  
   Signature:  

   **Action by Legislative Body or Other Approving Authority**

9. Creation of described position

   - □ Approved
   - □ Disapproved

   Date:  
   Signature:  

Return One Completed Copy to Civil Service Commission
ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide variety of administrative activities and tasks in support of an office or agency program. Specific tasks vary depending on the functional area and program objectives of the agency to which the employee is assigned, but the Administrative Assistant position is characterized by substantial contact with agency clients and/or the general public to explain program services, requirements, etc., by managing complex records systems and by assisting administrators and professional staff in the performance of the more routine, less difficult and highly structured tasks required of these administrative positions. The work is performed under the general supervision of a higher level administrator according to clearly defined guidelines and instructions. Supervision may be exercised over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES

Provides information regarding program services and requirements either by phone or in person, schedules appointments, or assists individuals in applying for services by explaining procedures and program processes;
Compiles, sorts, analyzes and extracts statistical, programmatic and financial data for use in agency reports, program evaluations, budget preparations and related administrative activities;
Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies including payroll, budget tracking, accounts payable and receivable;
Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
Maintains and processes complex records including computerized records requiring advanced knowledge of agency services and procedures;
Prepares and maintains office and programmatic records, staffing records, leave time records, schedules, statistics and reports using database or spreadsheet software;
Prepares a variety of publications including departmental program listings, applications and other forms, posters, fliers, brochures, website updates and media releases publicizing departmental programs;
Coordinates and/or participates in the distribution of a variety of departmental publications to the general public, schools, community agencies, media, etc.;
Schedules and arranges conferences, meetings, special events, etc.;
Acts as liaison for program or agency activities with administrators and participants;
Assists professional staff in analyzing and evaluating methods, procedures, goals and objectives, forms applications, etc.;
Receives, sorts and distributes agency mail and notifies staff of meetings;
Assists administrator with agency budget preparation by gathering data and compiling figures;
Assists with agency training activities by collecting data, assembling and distributing materials and supplies;
Secures training facilities for agency staff and/or participants;
Prepares a variety of reports related to the work;
Independently composes correspondence in response to routine inquiries and issues;
Orders and inventories supplies, materials, etc;
May assist in setting up and taking down exhibits, displays and similar materials;
May take meeting minutes for the permanent record;
May supervise assigned clerical staff.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of office terminology, procedures and methods; good knowledge of standard office software applications, including database, spreadsheet, word processing and desktop publishing applications; good knowledge of the policies, procedures, rules and regulations governing the operation of the agency to which assigned; good knowledge of the agency's programs, objectives and goals; working knowledge of methods and procedures of keeping financial accounts and records; working knowledge of public information and public relations techniques; working knowledge of business arithmetic; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to compile data and background information; ability to participate in assigned projects and layout work for others; ability to manage the storage of records and reports; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases; ability to review and evaluate program procedures, methods, forms, etc.; ability to follow complex oral and written instructions; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and two (2) years of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports; or

(b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).
1. **Department**: City Attorney's Office  
**Division**:  
**City of Ithaca Human Resources Department**  
**Location of Position**: City Attorney's Office, City Hall

2. **Description of Duties**: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>Contracts: Negotiating, reviewing and drafting contracts, particularly as relates to real estate transactions.</td>
</tr>
<tr>
<td>25%</td>
<td>Litigation: Handle all aspects of litigation, particularly but not exclusively as relates to land use and real estate matters. Court appearances. Drafting and filing pleadings. Compiling records, reviewing files and interviewing witnesses. Negotiating and drafting settlement agreements and stipulations.</td>
</tr>
<tr>
<td>20%</td>
<td>Legal research and advising: Conducting extensive legal research and drafting legal opinions, particularly as regards real estate and land use matters, for Mayor, Department Heads, Common Council, Committees and City Staff. Drafting and presenting requests for legal opinions from other agencies (e.g. NYS AG’s Office, NYS Comptroller’s Office, NYCOM, etc.)</td>
</tr>
<tr>
<td>10%</td>
<td>City real estate holdings management: Maintain inventory of, and strategize regarding relevant transactions for, all real estate owned by the City.</td>
</tr>
<tr>
<td>10%</td>
<td>Legislation: Drafting new legislation and amending existing legislation, particularly as pertains to land use and zoning.</td>
</tr>
<tr>
<td>10%</td>
<td>Meetings: Attending Planning Board and BZA meetings, others as needed.</td>
</tr>
</tbody>
</table>

(Attach additional sheets if more space is needed)

3. **Names and Titles of Persons Supervising this position** (General, Direct, Administrative, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Lavine</td>
<td>City Attorney</td>
<td>Direct</td>
</tr>
</tbody>
</table>
4. Names and Titles of Persons Supervised by Employee in this position

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jody Andrew</td>
<td>Executive Assistant</td>
<td>General</td>
</tr>
<tr>
<td>(varies)</td>
<td>Legal Interns</td>
<td>General</td>
</tr>
</tbody>
</table>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Krin Flaherty</td>
<td>Assistant City Attorney</td>
<td>Attorney's Office</td>
</tr>
<tr>
<td>Robert Sarachan</td>
<td>Assistant City Attorney</td>
<td>Attorney's Office</td>
</tr>
<tr>
<td>Maury Josephson</td>
<td>Assistant City Attorney</td>
<td>Attorney's Office</td>
</tr>
</tbody>
</table>

6. What minimum qualifications do you think should be required for this position?

   **Education:**
   - High School: See Years
   - College: Below Years, with specialization in
   - College: Please Years, with specialization in

   **Experience:** (list amount and type)
   Graduation from a New York State registered or regionally accredited law school and three years of experience in the practice of law with significant substantive experience representing clients.

   **Essential knowledges, skills and abilities:**
   Good knowledge of the law as it pertains to cities in New York State; good knowledge of the City Charter, Municipal Code, local laws, rules and regulations and policies of the City of Ithaca; good knowledge of the structure and organization of the City government; excellent writing and speaking skills; ability to organize material; ability to effectively represent the City of Ithaca in legal proceedings; ability to establish effective working relationships with others; ability to successfully work with and serve a diverse local community; honesty; integrity; courtesy; tact; ethical conduct in the practice of law.

   **Type of license or certificate required:** A license to practice law in a recognized jurisdiction of the U.S.; a license to practice law in NYS within 12 months of appointment.

7. The above statements are accurate and complete.

   Date: 1/24/20  Title: City Attorney  Signature: 

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

   **Title:**
   Jurisdictional Classification: __________________________

   Date: __________________________  Signature: __________________________

Return One Completed Copy to Civil Service Commission
ASSISTANT CITY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The work of this class of employee is of a highly professional nature calling for the exercise of independent judgment in rendering legal opinions and assistance to the Mayor, to Common Council, to all City department heads, various commissions and boards. This employee, in consultation with the City Attorney, acts as legal advisor to the Board of Public Works and represents the City in all civil litigation. The Assistant City Attorney represents the People of the State of New York in certain classes of criminal actions based on violations of the Municipal Code. The Assistant City Attorney serves as an advisor to and consultant for all City staff seeking guidance in the many problems which arise in civil and municipal law affecting the operation of the City. Supervision may be exercised over the work of support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Together with the City Attorney, shall be the official legal advisor of the Mayor, Common Council, boards and other officers of the City;
Prosecutes and defends proceedings by and against the City and every department thereof as required, including, to the extent practicable, employee grievances and arbitrations;
As required, shall prepare legal papers, contracts, deeds and other instruments for the City and different boards thereof;
In the absence of the City Attorney, or as needed, attends meetings of Common Council and the Board of Public Works as advisor;
Assists the City Attorney in reviewing the legality of bills or claims presented to the Common Council or the Board of Public Works;
Appears on behalf of the People in proceedings before the City Judges in proceedings alleging violations of the Municipal Code, in particular, violations of Building, Housing, Zoning and Fire Code sections of the Code;
Inspects legal papers on or filed with the City departments and officials and shall take such action as may be necessary to protect the interests of the City in consultation with the City Attorney or in the absence of the City Attorney until the Common Council shall have the opportunity to review the report of the legal department concerning any such proceedings and make recommendations thereon;
Shall assist the City Attorney in maintaining the records of the legal department and to register all suits and proceedings in which the City is involved.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the law as it pertains to cities in the State of New York; good knowledge of the City Charter, Municipal Code, local laws, rules, regulations and policies of the City of Ithaca; good knowledge of the structure and organization of City government; excellent writing and speaking skills; ability to organize material; ability to effectively represent the City of Ithaca in legal proceedings and prosecute violations of the City of Ithaca Municipal Code; ability to establish effective working relationships with others; ability to successfully work with and serve a diverse local community; honesty; integrity; courtesy; tact; ethical conduct in the practice of law; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

Graduation from a New York State registered or regionally accredited law school and three years of experience in the practice of law with significant substantive experience representing clients.

Preference may be given to candidates with experience in civil, municipal, personnel and construction law and/or candidates with demonstrated familiarity with the legislative and administrative processes.

SPECIAL REQUIREMENT: A license to practice law in a recognized jurisdiction of the United States is required at the time of appointment. A license to practice law in New York State must be obtained within twelve (12) months of appointment and must be maintained for the duration of employment.
DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position responsible for planning, directing and supervising the repair and maintenance operations of buildings, grounds and equipment of the Ithaca Housing Authority. An employee in this class supervises and participates in work which is of a general mechanical nature and may include masonry, carpentry, painting, plumbing, heating and ventilating, electrical maintenance and repair. The work is performed under general supervision, in accordance with general policies and objectives outlined by the Executive Director, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Direct supervision is exercised over all subordinate maintenance department staff, custodial, building maintenance and grounds staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, directs and supervises daily activities of building and ground maintenance personnel;
Inspects buildings, grounds and equipment for compliance with safety regulations and policies;
Develops, schedules, and manages a program of preventive maintenance and repairs for buildings, grounds and equipment, in compliance with regulations and policies; program designed to retain buildings, grounds and equipment in safe operating condition;
Ensures departmental performance is in compliance with federal assessment programs, such as PHAS;
Assists the Executive Director by providing technical information and advice on current and proposed maintenance, repair, and renovation and development projects;
Assists the Executive Director in determining service and work contract requirements;
Develops new plans and procedures to improve maintenance operation;
Assigns subordinate personnel to various maintenance and repair tasks and determines priority of work;
Supervises and participates in the maintenance and repair of heating, plumbing and other related electrical and mechanical equipment;
Conducts periodic inspections of the conditions of buildings and equipment, and ascertains maintenance needs;
Supervises and participates in the maintenance and repair of buildings including painting, roofing, plumbing, carpentry, masonry, electrical, heating and ventilating;
Meets with consulting architects, engineers and consultants to evaluate proposed ongoing maintenance needs, ongoing maintenance projects and development;
Provides ongoing training and evaluation of maintenance staff;
Estimates cost of maintenance and repair projects;
Supervises the requisition of equipment, supplies and materials to ensure compliance with agency procurement policies, approves purchases and oversees inventory control;
Maintains appropriate records in accordance with State, Federal and Local requirements;
Prepares reports as needed including required compliance reports;
Plans, participates and oversees snow removal at various locations;
Makes recommendations to the Executive Director regarding on maintenance, repair and operational needs, and provides departmental input during the preparation of the annual budget;
Coordinates work with related Federal, State and Local agencies;
Conducts and supervises safety and training programs for maintenance staff;
Coordinates emergency preparedness procedures or severe weather and other emergencies;
May operate and/or perform minor repairs on motor vehicles and various power equipment.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of building maintenance and operation activities; thorough knowledge of the principles and practices of coordinating maintenance and custodial staff and materials; thorough knowledge of building maintenance trades and operations; good knowledge of the practices, tools, equipment, terminology and materials for building maintenance operations; good computer skills, including knowledge of databases and internet research; ability to read and interpret plans, blueprints and specifications; ability to inspect grounds and dwellings and evaluate quality of construction in accordance with prescribed specifications; ability to understand and interpret complex written material; ability to plan, assign, organize, coordinate, train and supervise a staff having diverse skills in heating, plumbing, electrical, air conditioning, carpentry, painting, and grounds maintenance; ability to develop and maintain effective working relationships with colleagues, residents, and subordinates, public officials, and the general public; ability to communicate clearly and concisely, both orally and in writing; ability to prepare preliminary budget and renovation estimates; ability to successfully work with a diverse population; mechanical aptitude; dependability; initiative; good professional judgment; good powers of observation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Facilities or Building Management, Building Construction Technology, Civil Engineering, Engineering Technology, or a closely related field, and two (2) years of full-time paid experience, or its part-time paid equivalent, supervising custodial, maintenance or building trades personnel; or

B. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Building Management, Construction Technology or a related field and four (4) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, maintenance, repair or inspection of buildings, related facilities or structural construction projects, at least two (2) years of which must have involved the supervision of custodial, maintenance or building trades personnel; or

C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, maintenance, repair or inspection of buildings, related facilities or structural construction projects, at least two (2) years of which must have involved the supervision of custodial, maintenance or building trades personnel; or

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

1. 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.

2. Candidates must obtain a Housing Quality Standards (HQS) Inspector certification and Uniform Physical Condition Standards (UPCS) Inspector certification issued in accordance with United States Department of Housing and Urban Development (HUD) regulations within twelve (12) months at the time of appointment and must maintain said certifications for the duration of employment.
Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978.

City of Ithaca Civil Service Commission
108 East Green Street - Ithaca, NY 14850
New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward one typed copy to this Commission.

1. Department
   Maintenance
   Division
   Location of Position
   Ithaca Housing Authority

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

   Job Title: Facilities and Maintenance Manager

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISTINGUISHING FEATURES OF THE CLASS:</strong> This is an administrative and supervisory position responsible for planning, directing and supervising the repair and maintenance of buildings, grounds and equipment of the Ithaca Housing Authority. An employee in this class supervises and participates in work which is of a general mechanical nature and may include masonry, carpentry, painting, plumbing, heating and ventilating, electrical maintenance and repair. The work is performed in accordance with general policies and objectives outlined by the Executive Director and performed under general supervision allowing for the exercise of independent judgement in scheduling assigned work projects and assigning subordinates. Direct supervision is exercised over all subordinate maintenance department staff. Does related work as required.</td>
<td></td>
</tr>
</tbody>
</table>

**TYPICAL WORK ACTIVITIES:**

- Plans, directs and supervises daily activities of building, ground and administrative maintenance personnel;
- Develops, schedules and manages a program of preventative maintenance and repairs for buildings, grounds and equipment in compliance with regulations and policies;
- Assists the Executive Director by providing technical information and advice on current and proposed maintenance, repair, renovation and development projects;
- Assists the Executive Director to determine service and work contract requirements;
- Develops new plans and procedures to improve the maintenance operation;
- Assigns subordinate personnel to various maintenance and repair tasks and determines priority of work;
- Supervises and or participates in the maintenance and repair of heating, plumbing and other related electrical and mechanical equipment;
- Conducts periodic inspections of the conditions of buildings and equipment and ascertains maintenance needs;
- Supervises and or participates in the maintenance and repair of buildings including painting, roofing, plumbing, carpentry, masonry, electrical, heating and ventilating;
- Meets with consultants, architects and engineers to evaluate proposed maintenance needs, ongoing maintenance projects and development;
- Provides on-going training and evaluation of maintenance staff;
- Estimates cost of maintenance and repair projects;
- Supervises the requisition of equipment, supplies and materials to ensure compliance with agency procurement policies, approves purchases and oversees inventory control;
- Maintains appropriate records in accordance with State, Federal and Local requirements;
- Prepares reports as needed including required compliance reports;
- Plans, participates and oversees snow removal at various locations;
- Makes recommendations to the Executive Director regarding maintenance, repair and operations needs, and provides departmental input during the preparation of the annual budget;
- Coordinates work with related Federal, State and Local agencies;
- Conducts and supervises safety and training programs for maintenance staff;
- Coordinates emergency preparedness procedures or severe weather and other emergencies;
- May operate and/or perform minor repairs on motor vehicles and various power equipment.

**FULL PERFORMANCE, KNOWLEDGES SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:** Thorough knowledge of building maintenance and operation activities; thorough knowledge of the principles and practices of coordinating maintenance and custodial staff and materials; thorough knowledge of building maintenance trades and operations;
good knowledge of the practices, tools, equipment, terminology and materials for building maintenance operations; ability to read and interpret plans, blueprints and specifications; good computer skills, including knowledge of databases and internet research; ability to understand and interpret complex written material; inspect grounds and dwellings and evaluate quality of construction in accordance with prescribed specifications; ability to plan, assign, organize, coordinate, train and supervise a staff having diverse skills in heating, plumbing, electrical, air conditioning, carpentry, painting, and grounds maintenance; ability to develop and maintain effective working relationships with colleagues, residents, subordinates, public officials, and the general public; ability to communicate clearly and concisely, both orally and in writing; ability to prepare preliminary budget, renovation estimates and reports; ability to successfully work with a diverse population; mechanical aptitude; dependability; initiative; good professional judgment; good powers of observation; physical condition commensurate with the demands of the position.

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brenda C. Westfall</td>
<td>Executive Director</td>
<td>Direct</td>
</tr>
</tbody>
</table>

4. Names and Titles of Persons Supervised by Employee in this position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Ducey</td>
<td>Maintenance Worker</td>
<td>Direct</td>
</tr>
<tr>
<td>Charles Harden</td>
<td>Maintenance Worker</td>
<td>Direct</td>
</tr>
<tr>
<td>Patrick Hubbard</td>
<td>Laborer</td>
<td>Direct</td>
</tr>
<tr>
<td>Jeffrey Little</td>
<td>Building Maintenance Mechanic</td>
<td>Direct</td>
</tr>
<tr>
<td>Timothy Marion</td>
<td>Maintenance Worker</td>
<td>Direct</td>
</tr>
<tr>
<td>Kevin McClain</td>
<td>Maintenance Worker</td>
<td>Direct</td>
</tr>
<tr>
<td>Scott Paul</td>
<td>Storekeeper</td>
<td>Direct</td>
</tr>
<tr>
<td>Tasia Walters</td>
<td>Laborer</td>
<td>Direct</td>
</tr>
</tbody>
</table>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
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</thead>
<tbody>
<tr>
<td>none</td>
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</tr>
</tbody>
</table>

6. What minimum qualifications do you think should be required for this position?

**Education:**

<table>
<thead>
<tr>
<th>Education</th>
<th>High School Diploma</th>
<th>Years with 6 years' experience as defined below</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>2</td>
<td>Building Management, Building Construction Technology or a related field as defined below</td>
</tr>
</tbody>
</table>

| College   | 4                   | Facilities or Building Management, Building Construction Technology, Engineering, Engineering Technology, or a closely related field as defined below |

**MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree in Facilities or Building Management, Building Construction Technology, Engineering, Engineering
Technology, or a closely related field and two (2) years of full-time paid experience; or its part-time paid equivalent, supervising custodial, maintenance or building trades personnel; or

B. Graduation from a regionally accredited or New York State registered two year college with an Associate’s Degree in Building Management, Building Construction Technology or a related field and four (4) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, maintenance, repair or inspection of buildings, related facilities or structural construction projects, at least two (2) years of which must have involved the supervision of custodial, maintenance or building trades personnel; or

C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, maintenance, repair or inspection of buildings, related facilities or structural construction projects, at least two (2) years of which must have involved the supervision of custodial, maintenance or building trades personnel; or

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**Experience:** (list amount and type) See above

**Essential knowledges, skills and abilities:** See FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS listed above.

**Type of license or certificate required:**
- Possession of a valid New York State Class D driver’s license or a valid driver’s license equivalent to a New York State Class D driver’s license at the time of appointment and maintenance of said license for the duration of employment.
- Candidates must possess a Housing Quality Standards (HQS) Inspector certification and UPCS Certification issued in accordance with the United States Department of Housing and Urban Development (HUD) regulations at the time of appointment or have the ability to obtain said certification within 12 months of appointment and must maintain said certification for the duration of employment.

7. The above statements are accurate and complete.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Title:</th>
<th>Signature:</th>
</tr>
</thead>
</table>

**Certificate of Civil Service Commission**

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

<table>
<thead>
<tr>
<th>Title:</th>
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</table>

<table>
<thead>
<tr>
<th>Jurisdictional Classification:</th>
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<table>
<thead>
<tr>
<th>Date:</th>
<th>Signature:</th>
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</tbody>
</table>

Return One Completed Copy to Civil Service Commission
HOUSING INSPECTOR (Ithaca Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: The duties of the position involve the inspection of dwellings and other housing facilities to determine whether they are maintained in a safe, decent and sanitary condition in accordance with the provisions of the United States Department of Housing and Urban Development's required Quality Standards and regulations and other similar local code regulations concerning minimum required standards and acceptability of dwelling units. The work is performed under the general supervision of the coordinator of the Section 8 division and/or Facilities and Maintenance Manager of the Ithaca Housing Authority with considerable exercise of independent judgment required in carrying out work assignments in the field. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs mandated Housing Quality Standards inspections for all housing programs, including but not limited to, Section 8, Public Housing, Multi-Family and Low-Income Housing Tax Credits (LIHTC) the Section 8 program;
Engages in all necessary communication required to facilitate and complete all mandated housing initial, annual and special Housing Quality Standards inspections;
Inspects the general construction of the building and such specific factors as adequacy of size and rooms, light and air, sanitary and heating facilities, health and safety, fire escapes and other emergency exits;
Explains requirements of HUD's Housing Quality Standards housing programs to property owners, building operators, participants, tenants, and the general public;
Investigates complaints associated with housing program inspection requirements dealing with Housing Quality Standards Requirements and prepares reports of inspections performed made and violations found;
Corresponds with property owners, and participants, tenants and the general public; regarding results of HQS inspections;
Encourages property owners to improve and rehabilitate their property;
Prepares reports of inspections performed made and violations found, maintains records, and follows up on violations to assure correction by property owner;
Completes scheduling and prepares all inspection appointment and follow-up letters;
Prepares data and supporting documentation regarding housing inspections;
Conducts rent reasonableness surveys;
Works closely with and has direct communication regarding inspection results with Section–8 caseworkers and managers;
Keeps abreast of changing laws, federal regulations and agency policies associated with housing inspections;
Attends meetings and conferences related to housing as required.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of provisions, regulations and rules governing HUD’s Housing Quality Standards Regulations and the City Housing Code; good knowledge of the proper installation of heating, lighting, ventilating and plumbing fixtures; working knowledge of the practices and materials used in building construction; good computer skills; ability to work independently in the field and to establish and maintain cooperative relationships with others; ability to understand, interpret and apply written regulations, laws and policies; ability to measure and draw scaled floor plans of buildings and dwelling units; basic knowledge of mathematics as they relate to the duties of the position; ability to present data clearly and concisely both orally and in writing; ability to follow oral and written instructions; ability to operate office equipment; ability to successfully work with a diverse population; initiative; dependability; good powers of observation; good judgment; tact and courtesy; patience; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered two year college with an Associate’s Degree in Mechanical or Construction Technology or a closely related field with similar course curriculum and one (1) year of full-time experience (or its part-time equivalent) in the building or construction trades or in inspection activities; or

B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time experience (or its part-time equivalent) in the building or construction trades or in inspection activities; or

C. Four (4) years of full-time experience (or its part-time equivalent) in the building or construction trades or in inspection activities.

SPECIAL REQUIREMENTS:

1. 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.

2. Candidates must obtain a Housing Quality Standards (HQS) Inspector certification and Uniform Physical Condition Standards (UPCS) Inspector certification issued in accordance with United States Department of Housing and Urban Development (HUD) regulations within twelve (12) months at the time of appointment and must maintain said certifications for the duration of employment.
DIRECTOR OF HOUSING OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and managerial position responsible for administering, managing, and directing and supervising operation and compliance requirements of all agency housing programs under the Ithaca Housing Authority, including but not limited to public housing complexes and the Section 8 Housing Choice Voucher (HCV) Program, Public Housing, Multi-Family and Low-Income Housing Tax Credits (LIHTC) Programs. The incumbent oversees and supervises the daily operations and activities and financial operations of assigned programs. The work includes coordinating and analyzing occupancies and vacancies; determining eligibility; interviewing applicants and tenants; interpreting, updating and creating policies and program evaluations; staff supervision, program evaluation, property management; asset management; and tenant relations. are also responsibilities of this position. The incumbent oversees housing programs to ensure compliance with all federal, state and local requirements. The work is performed under the general supervision of the Executive Director of the Ithaca Housing Authority with considerable leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over subordinate the work of supervisory, professional, paraprofessional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees all housing programs as they relate to compliance and operations;
Oversees daily operations of agency housing programs;
Supervises, trains and evaluates subordinate staff; makes hiring recommendations to the Executive Director;
Oversees the distribution of work assignments to subordinate staff; provides information and technical assistance regarding program purposes, eligibility criteria, housing availability, and related matters to applicants, and participants and the general public in housing programs;
Reviews recommendations made by subordinate staff as to the initial or continued eligibility of program applicants and participants; approves or disapproves determinations of eligibility and recommendations for case disposition;
Recommends and/or updates internal policies as they relate to legal, regulatory, and policy compliance as outlined by the U.S. Department of Housing and Urban Development (HUD), NYS Division of Housing Standards, and local housing codes;
Interprets existing and proposed policies and procedures issued by the Department of Housing and Urban Development or other entities exercising control over the programs;
Revises and or creates procedures in accordance with policy revisions issued by HUD or other entities exercising control over the programs;
Reviews the financial and operational activities of the housing programs and recommends implements changes needed to improve efficiency and effectiveness;
Researches and evaluates operating issues and procedures and makes recommendations for the improvement of operations;
Oversees vacancy/transfer/leasing process of all housing programs for apartments at assigned developments;
Typical Work Activities – continued

Oversees and monitors rent collection activities and takes appropriate legal action regarding delinquencies including consultation with IHA legal counsel; proposes revisions to IHA's current rent collection policies and procedures;

Oversees, analyzes and evaluates key property management functions, including compliance, reporting, budget monitoring, routine and preventive maintenance, marketing, security, leasing, etc.;

Provides direction to staff to ensure program compliance; instructs staff and tenants regarding the interpretation of internal IHA policies, procedures and regulations as they relate to compliance and operation of housing programs; in areas such as housekeeping, security, lease violations, noise and neighbor relations; ensures consistent application of policies by staff;

Determines and Monitors work schedules, staffing needs, training needs and program structure;

Analyzes housing program monthly property management reports and financial statements, and prepares property performance reports;

Serves as a liaison between IHA administration and IHA tenant organizations including attending tenant organization meetings and tenant officers meetings to provide staff support, offer assistance in planning programs and activities, and facilitate clear communications between tenants and IHA administration;

Meets with tenant groups to discuss property service problems and advises tenants of new rules and regulations;

Organizes and supervises inspections of housing properties to insure safe, sanitary and habitable conditions and assists in the completion of other mandated unit inspections;

Monitors expenses and revenues within the department to ensure spending is within guidelines and financial goals are met at the housing developments;

Oversees eviction proceedings as necessary;

Prepares and maintains a variety of accurate records and reports, including financial records of housing from property operations and monthly financial reports and operations results for property owner for review by the Executive Director;

Prepares monthly statistical reports for review by the Executive Director and Board of Commissioners;

Refers applicants and tenants to local human service agencies as needed;

Develops and maintains an effective outreach and marketing plan for housing programs; leasing of units in coordination with the Property Manager;

Works with the Executive Director on new and existing development and related housing projects; provides research on pending legislation and prepares comments as requested;

Works with other housing staff to ensure health and safety of residents, including, but not limited to, performing random checks on residents who may be at risk;

Reviews Certifies rent roll for billing purposes and billing process and oversees eviction proceedings as necessary;

Keeps abreast of changing laws, regulations and policies, and advises Executive Director and subordinate staff of the same;

Attends meetings of all interested groups, trainings and conferences related to the position as required.
FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of applicable Federal, State and local laws, rules, regulations and guidelines governing eligibility for federal and state public housing programs; good knowledge of the principles, practices, methods and operating techniques of housing management; good knowledge of the principles and practices of program administration; good knowledge of the modern methods and techniques of interviewing and information gathering; good knowledge of the needs and problems experienced by low-income families and individuals; good knowledge of the policies, rules and regulations of the Ithaca Housing Authority, particularly as they pertain to property management and the Section 8 Housing Choice Voucher Program occupancy and compliance of housing programs; good powers of observation and critical inspection; ability to plan, organize, supervise and direct the work of subordinate personnel, including training and performance evaluations; ability to read, interpret and apply complex regulatory material; ability to convey information clearly verbally and in writing; ability to analyze numerical and written information; ability to establish and maintain effective working relationships with a wide variety of people including elderly, disabled and low-income tenants, members of the public, contractors and professional colleagues; ability to supervise and conduct housing inspections; ability to identify and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; ability to organize, meet schedules and timelines of work on an independent basis in an environment of frequent interruptions; ability to effectively operate a computer and software applications as they pertain to housing operations property management duties; ability to maintain the confidentiality of employee and resident information; ability to successfully work with and serve a diverse local community; physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered four-year college with a Bachelor’s degree in Human Services, Psychology, Sociology, Education, Public Administration, Business Administration, Operations Management, Public Policy or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time equivalent, working in a federal or state public housing program or agency; or

B. Graduation from a regionally accredited or NYS registered two-year college with an Associate’s degree in Human Services, Psychology, Sociology, Education, Public Administration, Business Administration, Operations Management, Public Policy or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time equivalent, working in a federal or state public housing program or agency; or

C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time equivalent, working in a federal or state public housing program or agency; or

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT: 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.