CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date: Wednesday, February 23, 2022
Time: 11:30 am
Location: Pursuant to NYS bill S.50001/A.40001, this meeting will be conducted via Zoom

Public Comment: Public comment regarding agenda items may be submitted to vsaul@cityofithaca.org until Tuesday, February 22, 2022 at 5:00 PM

AGENDA

Approval of Minutes

Public Hearing

Public hearing on proposed amendment to Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules - Addition of Transportation Services Specialists to the non-competitive class

New Business

1. Resolution to Amend Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules – Addition of Transportation Services Specialists to the non-competitive class
2. New Position Duties Statement: ICSD – Administrative Assistant (2)
3. New Position Duties Statement: ICSD – Groundskeeper (2)
4. Revision of Minimum Qualifications – Sustainability Planner
5. Update of Job Description – Custodian
7. New Position Duties Statement and Adoption of Job Description: Event Permit Specialist
8. New Position Duties Statement: ICSD – Microcomputer Technician
10. Approval of Annual Report

Executive Session

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Approval of Personnel Transactions
CIVIL SERVICE COMMISSION
Regular Meeting
December 8, 2021

Commissioners Present: Commissioner Richardson
                        Commissioner Abrams

Excused: Commissioner Thompson

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

Pursuant to NYS bill S.50001/A.40001, the meeting was conducted via Zoom. No public comment was submitted regarding any of the agenda items.

Commissioner Richardson called the meeting to order at 11:33 am.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the November 17, 2021 meeting. Seconded by Commissioner Richardson. Motion carried 2-0.

NEW BUSINESS

New Position Duties Statement and Adoption of Job Description: Human Resources Administrative Assistant

The Commission reviewed and discussed a New Position Duties Statement from the Human Resources Department and the proposed job description for Human Resources Administrative Assistant. Commissioner Richardson made a motion to classify the position as Human Resources Administrative Assistant and adopt the job description as proposed. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement: DPW – Civil Engineer

The Commission reviewed and discussed a New Position Duties Statement from the Department of Public Works. Commissioner Richardson made a motion to classify the position as Civil Engineer. Seconded by Commissioner Abrams. Motion carried 2-0.

Request to Expand Residency Requirement – Executive Assistant

The Commission reviewed and discussed a request from Acting Police Chief John Joly to expand the residency requirement for Executive Assistant to include the contiguous counties. The Ithaca Police Department has internal staff who are interested in applying for the position but currently reside outside Tompkins County. After discussion, Commissioner Abrams made a motion to expand the residency requirement for the current Executive Assistant vacancy to include the contiguous counties. The contiguous county residency requirement will remain in effect until the completion of the next examination. Seconded by Commissioner Richardson. Motion carried 2-0.
EXECUTIVE SESSION

Commissioner Richardson made a motion to go into executive session to discuss civil service examination and eligible list matters. Seconded by Commissioner Abrams. Motion carried 2-0. During executive session, the Commission took the following actions:

CONTINUING BUSINESS

Authorization to Add Candidates to Continuous Recruitment Eligible Lists During December 2021

Commissioner Abrams made a motion to authorize Executive Secretary Valerie Saul to add candidates to continuous recruitment eligible lists during the month of December 2021 immediately upon the grading of exams. This will facilitate the immediate appointment of provisional employees. Ms. Saul will report the addition of continuous recruitment candidates to the Commission at their January 2022 meeting. Seconded by Commissioner Richardson. Motion carried 2-0.

Approval of Personnel Transactions

Commissioner Richardson made a motion to approve the monthly personnel transactions. Seconded by Commissioner Abrams. Motion carried 2-0.

The next Civil Service Commission meeting will be held Wednesday, January 19, 2022 at 11:30 am. It will be conducted via Zoom.

With no further business, the meeting was adjourned at 11:47 am.
LEGAL NOTICE

CITY OF ITHACA CIVIL SERVICE COMMISSION PUBLIC HEARING

Pursuant to Section 20 of the New York State Civil Service Law, the City of Ithaca Civil Service Commission will hold a public hearing on Wednesday, February 23, 2022 at 11:30 am via Zoom for the purpose of amending the City of Ithaca Civil Service Rules by adding the title of Transportation Services Specialists to the non-competitive class.

All interested parties and citizens for or against the adoption of this change should contact the City of Ithaca Human Resources Department at hrdept@cityofithaca.org or 607-274-6539 to obtain an invitation to the Zoom meeting in order to attend and be heard.

Valerie W. Saul
Deputy Director of Human Resources
February 14, 15, 16, 2022
Resolution for Amendment to Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules

At a meeting of the Ithaca Civil Service Commission held on February 23, 2022, the following resolution was adopted:

WHEREAS, the Ithaca Civil Service Commission deems it necessary to make certain changes to the Appendices of the City of Ithaca Civil Service Rules; and

WHEREAS, the City of Ithaca Civil Service Commission duly advertised and held a public hearing on February 23, 2022 for the purpose of amending Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules by adding the title of Transportation Services Specialists to the non-competitive class, and

WHEREAS, the Ithaca Civil Service Commission took public comment on the proposed amendment into consideration, and

WHEREAS, the Ithaca Civil Service Commission supports the proposed amendment, NOW, THEREFORE, BE IT

RESOLVED, that subject to the approval of the State Civil Service Commission, the title of Transportation Services Specialists be added to Appendix B (Non-Competitive Positions) of the City of Ithaca Civil Service Rules.

Certification of Submission

We attest that this resolution and supporting documents have been reviewed by this Commission and are complete and accurate. We have determined that the request(s) for amendments included in this resolution complies with the standards set forth in State and local Law. This Commission supports this request and has performed all duties and actions required by the Civil Service Law and local Rules. This submission is complete and appropriate for consideration by the State Civil Service Commission.

Dated: February 23, 2022

Arlene Young Richardson, Chairperson

Barbara Abrams, Commissioner

Catherine Thompson, Commissioner

Valerie Saul, Executive Secretary

MAYOR'S APPROVAL:

Laura Lewis, Acting Mayor

Date: ______________
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.

1. Department Human Resources Division Clerical Location of Position Administration Building

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>
</table>

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty:</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>Maintain and process complex records including computerized records requiring advanced knowledge of district policies, procedures, contractual language, and protocols.</td>
</tr>
<tr>
<td>25%</td>
<td>Prepare and maintain office and programmatic records, staffing records, leave time records, schedules, statistics and reports using database and spreadsheet software.</td>
</tr>
<tr>
<td>15%</td>
<td>Includes the following:</td>
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<tr>
<td></td>
<td>- Provides information regarding district policies, procedures, and protocols by phone, electronic communications, or in person;</td>
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<tr>
<td></td>
<td>- Assists individuals in processing their employment documents</td>
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<td></td>
<td>- Schedules appointments</td>
</tr>
<tr>
<td></td>
<td>- Compiles department reports</td>
</tr>
<tr>
<td></td>
<td>- Posts information to appropriate accounts, files, databases</td>
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<td>- Verifies data</td>
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<td></td>
<td>- Prepares and posts job postings</td>
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<td></td>
<td>- Independently composes correspondence</td>
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<td></td>
<td>- May supervise assigned clerical staff</td>
</tr>
<tr>
<td>10%</td>
<td>New hire onboarding and employee administration of wages and benefits.</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>Robert Van Keuren</td>
<td>Director of Human Resources</td>
<td>Immediate Supervisor</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>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
</table>

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

**Education:**
- High School
- College 2 Years, with specialization in
- College

**Experience:** (list amount and type)
- 2 years administrative work

**Essential knowledge, skills and abilities:**

See current Tompkins County Civil Service title for Administrative Assistant.

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**Type of license or certificate required:**

7. The above statements are accurate and complete.

**Date:** 2022.01.14  **Title:**  **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:**

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).
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 1976.

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 | Facilities Division | Grounds | Location of Position | District
--- | --- | --- | --- | ---

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:** Grounds Keeper

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>35%</td>
<td>Maintain grounds by mowing, raking, cutting, rolling, reseeding and fertilizing lawns; Plant and care for trees, and shrubs. Assist in the preparation and maintenance of baseball diamonds, football fields, running tracks, playgrounds, and other athletic and recreational areas. Remove snow and ice from walks, driveways and keep grounds free of litter and debris.</td>
</tr>
<tr>
<td>50%</td>
<td>Make deliveries, load and unload materials and move furniture and equipment</td>
</tr>
<tr>
<td>15%</td>
<td>Other work as directed by supervisor</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>
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<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brenda Miller</td>
<td>Grounds Crew Chief</td>
<td>Immediate Supervisor</td>
</tr>
<tr>
<td>Daniel Breiman</td>
<td>Administration Officer</td>
<td>Final Supervisor</td>
</tr>
</tbody>
</table>

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

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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

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<th>Name</th>
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<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick Tudi</td>
<td>Groundskeeper</td>
<td>Facilities</td>
</tr>
<tr>
<td>Ronald Sanderson</td>
<td>Groundskeeper</td>
<td>Facilities</td>
</tr>
</tbody>
</table>
6. What minimum qualifications do you think should be required for this position?

Education: High School ________ Years
College ________ Years, with specialization in
College ________ Years, with specialization in

Experience: (list amount and type)

Essential knowledge, skills and abilities:

Requires the ability to work independently at times; requires physical endurance and a willingness to perform heavy work; ability to follow directions from supervisor.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 2022/01/20 Title: _______________ 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: ____________________

Return One Completed Copy to Civil Service Commission
Jurisdiction: Ithaca City School District
Jurisdictional Class: Labor
Adopted: 09/01/76
Revised: 06/15/93, 11/07/02, 09/15/10, 11/18/20

GROUNDKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the care and maintenance of grounds and recreation areas. Employees in this class may also operate and maintain various types of motor vehicles and power equipment. Groundskeepers work under the general supervision of a higher-ranking employee but are permitted some exercise of independent judgment in carrying out the details of the work. Specific instructions may be given for new or unusual assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:
Maintains grounds by mowing, raking, cutting, rolling, reseeding and fertilizing lawns, fairways and greens;
Plants and cares for trees, shrubs, and flowers;
Assists in the preparation and maintenance of baseball diamonds, football fields, running tracks, ice skating rinks, playgrounds, and other athletic and recreational areas;
Operates and may perform routine maintenance on trucks, tractors, backhoes, mowers, rollers, tillers, chain saws, and other equipment;
Removes snow and ice from walks, driveways, steps, and building entrances;
Keeps grounds free of litter and debris;
Operates and/or maintains irrigation system equipment such as pumps, pipes and sprinklers;
Assists in the construction and repair of pavilions, garages, picnic tables, benches, docks, fireplaces, fences and bleachers;
Collects and disposes of rubbish;
Makes deliveries, loads and unloads materials and moves furniture and equipment;
When now working as a Groundskeeper, may do other maintenance or cleaning work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of grounds maintenance practices and techniques; working knowledge of the operation and maintenance of manual and mechanical equipment used in grounds maintenance and snow removal; ability to follow oral and written instructions; willingness to perform physical labor; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.
SUSTAINABILITY PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This professional level position is responsible for the development, implementation and management of sustainability planning projects with special focus on the implementation of the Ithaca Green New Deal (IGND), which aims to achieve a City-wide equitable transition to carbon neutrality. The Sustainability Planner will work across departmental boundaries as either a project manager or support staff to plan and execute sustainability programs, including strategies to reduce carbon emissions and energy intensity, maximize energy efficiency and promote energy conservation, and promote environmental and social justice. The work involves multifaceted research and analysis, community outreach, providing technical advice to municipal officials, and preparing and administering grants. The work is performed under the general supervision of the Director of Sustainability with considerable latitude allowed for the exercise of independent professional judgment in the performance of the work. Supervision may be exercised over interns engaged in sustainability projects. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Leads and supervises the implementation of sustainability programs related to climate change impacts mitigation, adaptation and resilience, as well as environmental sustainability;
 Leads the City of Ithaca's greenhouse gas inventory and energy performance assessment;
 Assists with the development of the City of Ithaca's Climate Action Plan, Climate Adaptation and Resilience Plan, as well as with the definition of goals, targets and mitigation strategies;
 Researches and prepares grant applications related to the Ithaca Green New Deal (IGND);
 administers grants that are received;
 Defines and identifies investment opportunities related to the Ithaca Green New Deal (IGND);
 Designs and supervises the implementation of education and community engagement activities, as well as the development and execution of a communications strategy for the Ithaca Green New Deal (IGND);
 Coordinates the development and distribution of collateral material for internal and external use, including PowerPoint presentations, reports, proposals, brochures, flyers and digital media;
 Manages the sustainability internship program, including the recruitment, orientation, onboarding, definition of objectives, and supervision of interns;
 Analyses, interprets and evaluates complex written information and data related to climate change and environmental sustainability;
 Participates in meetings with legislative bodies, public officials, and community groups to advise them on sustainability planning issues and projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of the concepts, principles, methods and techniques used in sustainability planning; thorough knowledge of the concepts, principles, practices, methods and techniques related to greenhouse gas mitigation and energy sustainability issues; thorough knowledge of sustainability issues related to the economy, society and the environment; good knowledge of planning strategies and comprehensive planning; good knowledge of research methods and techniques; good knowledge of best practices in climate technology and sustainability; skill in the use of computer software for word processing, spreadsheet, e-mail, presentation graphics for developing statistical analyses and preparing presentation materials, and utility of energy data systems; ability to understand, interpret and analyze complex written material and quantitative data; ability to work collaboratively and think
**Full Performance Knowledges, Skills, Abilities, Personal Characteristics – continued:**

analytically and creatively to achieve results; ability to communicate ideas and work effectively across departments, disciplines, municipal boundaries, with community groups and a diverse community; ability to work independently and be self-supporting; ability to prepare complex written reports; ability to communicate clearly and concisely, both orally and in writing; ability to understand complex oral and written directions; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position

**MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master’s degree in Planning, Environmental Science, Engineering, Architecture, Public Administration, Business Management or a closely related field with similar course curriculum, and three (3) years of full-time paid professional experience, or its part-time paid equivalent, planning and executing sustainability programs; or

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s degree in Planning, Environmental Science, Engineering, Architecture, Public Administration, Business Management or a closely related field with similar course curriculum, and two (2) five-(5) years of full-time paid professional experience, or its part-time paid equivalent, planning and executing sustainability programs; or

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

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient and economical cleaning, operation and maintenance of City buildings the Ithaca Police Department building and the Ithaca City Court building on a assigned shift. The Custodian is responsible for keeping buildings and facilities up to approved standards of cleanliness and operation. The work is performed under the general supervision of an administrative superior. Working supervision may be exercised over the work of subordinate custodial staff, community service workers and student workers and the incumbent may be assigned overall responsibility for the entire custodial operation of the Ithaca Police Department building and the Ithaca City Court building. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and assigns cleaning and custodial work of subordinate personnel;
Supervises and participates in the cleaning of floors, stairs, windows, walls, sinks, restrooms, surfaces, locker rooms and other areas;
Inspects both buildings for needed cleaning and ensures they remain clean;
Operates a variety of cleaning equipment, including dry and wet vacuums, carpet cleaners, and floor strippers/buffers;
Dusts and polishes desks, woodwork furniture and other equipment;
Cleans windows;
Empties wastebaskets and collects and disposes of refuse;
Sets up and arranges chairs, tables and other equipment;
Orders, inventories and distributes custodial supplies;
Performs groundskeeping activities such as clearing snow, mowing lawns and raking leaves;
Keeps grounds free of litter and debris;
Sets up and arranges furniture;
Paints rooms and equipment; repairs furniture and makes minor plumbing, carpentry, HVAC and other building repairs and adjustments;
May operate a pick-up truck.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of building cleaning, practices, supplies (including solvents and other chemicals) and equipment, and ability to use them efficiently, economically and safely; ability to perform a variety of routine maintenance tasks; ability to operate cleaning equipment, including dry and wet vacuums, carpet cleaners and floor strippers/buffers; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; ability to read labels and instructions relative to the safe use of chemicals, cleaning materials and equipment; ability to successfully work with and serve a diverse local community; thoroughness; dependability; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid experience, or its part-time paid equivalent, in one or more of the following areas: building cleaning, maintenance or repair, building construction or in a building trade i.e. such as plumbing, electrical, carpentry, etc., or

B. Three years of full-time paid experience, or its part-time paid equivalent, in one or more of the following areas: building cleaning, maintenance or repair, building construction or in a building trade i.e. such as plumbing, electrical, carpentry, etc.

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.
<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>Supervises and participates in the cleaning and upkeep of all rooms and grounds of GIAC, which includes the main facility, the outdoor basketball court, and the Alex Haley Municipal Pool facility, and other areas used by GIAC for its programs, as needed.</td>
</tr>
<tr>
<td></td>
<td>- Inspects buildings for cleaning and ensures they remain clean, sanitized, disinfected;</td>
</tr>
<tr>
<td></td>
<td>- Operates a variety of cleaning equipment, including dry and wet vacuums, carpet - cleaners, and floor strippers/buffers;</td>
</tr>
<tr>
<td></td>
<td>- Dusts and polishes desks, woodworking furniture and other equipment;</td>
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<td>- Cleans windows;</td>
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<td></td>
<td>- Empties wastebaskets and collects and disposes of refuse;</td>
</tr>
<tr>
<td></td>
<td>- Sets up and arranges chairs, tables and other equipment as needed for activities and programs;</td>
</tr>
<tr>
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<td>- Orders, inventories and distributes custodial supplies;</td>
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<tr>
<td></td>
<td>- Performs grounds-keeping activities to keep grounds free of litter and debris, which includes clearing snow, mowing lawns and raking leaves;</td>
</tr>
<tr>
<td></td>
<td>- Paints rooms and equipment; cleans and repairs furniture and makes minor plumbing, carpentry, HVAC and other building repairs and adjustments;</td>
</tr>
<tr>
<td></td>
<td>- May operate a pick-up truck as needed.</td>
</tr>
<tr>
<td>5</td>
<td>Oversees the recycling activities</td>
</tr>
<tr>
<td></td>
<td>- Ensures recycling receptacles are clean, accessible and properly labeled;</td>
</tr>
<tr>
<td></td>
<td>- Ensures recycling is neatly stored and put out for pick up or delivered to recycling facility.</td>
</tr>
<tr>
<td>15</td>
<td>Supervises the work of subordinate custodial staff, community service workers and student workers</td>
</tr>
<tr>
<td></td>
<td>- Limited working supervision is exercised over the work of subordinate custodial staff, community service workers, student workers, and volunteers</td>
</tr>
<tr>
<td></td>
<td>- Ensures that subordinate staff receive proper training on how to do the job.</td>
</tr>
<tr>
<td>5</td>
<td>Building Safety and Security</td>
</tr>
<tr>
<td></td>
<td>- Ensures the facilities are locked and secured at the end of the work day or after an event is concluded;</td>
</tr>
<tr>
<td></td>
<td>- Ensures rules and regulations are followed by anyone using the facilities.</td>
</tr>
<tr>
<td>5</td>
<td>Maintains, prepares or contributes to a variety of records and reports related to the work including supply inventory, evaluations for subordinate workers, and new internal policies.</td>
</tr>
<tr>
<td>5</td>
<td>Participates actively in all-GIAC events and does other related tasks as required</td>
</tr>
<tr>
<td></td>
<td>- GIAC special events, staff development and staff recognition events.</td>
</tr>
</tbody>
</table>
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>Jodie Herbert</td>
<td>GIAC Program Leader</td>
<td>Direct</td>
</tr>
<tr>
<td>Kerry Phillips</td>
<td>Deputy GIAC Director</td>
<td>Administrative</td>
</tr>
<tr>
<td>Lealyn McBean-Clairborne</td>
<td>Director</td>
<td>Administrative</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>Nicholas Cooper</td>
<td>Recreation Attendant</td>
<td>Direct</td>
</tr>
<tr>
<td>Jal Betsey-Jones</td>
<td>Recreation Attendant</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>
</tr>
</thead>
</table>

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

- **Education:**
  - High School: X Years
  - College: _______ Years, with specialization in ________________________________
  - College: _______ Years, with specialization in ________________________________

- **Experience:** (list amount and type)
  - At least 2 years in custodian-related type work or housekeeping

- **Essential knowledge, skills and abilities:**
  - Good oral and written communication skills; basic cleaning and facility maintenance skills, ability to read and follow instructions, basic computer skills

<table>
<thead>
<tr>
<th>Type of license or certificate required:</th>
</tr>
</thead>
</table>

7. The above statements are accurate and complete.

   Date: 1/28/2022   Title: Director   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:** __________________________
**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**

Public Information & Technology

**Division**

**Location of Position**

City of Ithaca

---

**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.

This professional position is responsible for administering the City’s permitting processes for events that take place in the City of Ithaca, with a focus on special events, which are defined as events that require three or more individual City permits. This position will serve as the primary point of contact for applications, staff and other partners for special event permits and other permits as assigned, from pre-application through completion of event and post-event evaluation. The position will work across departmental boundaries to manage and improve the City’s event permitting processes, respond to questions and complaints, research problems, and troubleshoot requests with affected parties. The position is responsible for ensuring that event management is consistent with plans and permitted activities. The work requires a moderate degree of independent judgement and ability to balance the interests of internal and external stakeholders to achieve a positive outcome for the City and for permit applicants. The work involves customer service, technical assistance, coordination with outside agencies, database management and providing clear, consistent, and positive public communication.

---

**Job Title:** Event Permit Specialist

---

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>Process, review, and track event permit applications, including conditions of approval, supplementary materials, etc.; coordinate City approvals and issue approved permits.</td>
</tr>
<tr>
<td>25%</td>
<td>Conduct customer service for event permit applicants; provide information and assistance related to services, activities, procedures, fees, forms, or other issues.</td>
</tr>
<tr>
<td>10%</td>
<td>Coordinates and facilitates the City’s Special Events Team.</td>
</tr>
<tr>
<td>5%</td>
<td>Maintain an understanding and familiarity of City ordinances and regulations as they relate to events to provide knowledgeable advice to all event permit applicants.</td>
</tr>
<tr>
<td>5%</td>
<td>Track payment of required application fees, fines, or other payments. Track payment and release of any security deposits. Maintain orderly records of payments.</td>
</tr>
<tr>
<td>5%</td>
<td>Develop, manage, and improve a system for tracking event permit applications.</td>
</tr>
<tr>
<td>5%</td>
<td>Facilitate communication and ensure coordination among internal and external partners about event calendars, promotional opportunities, event support resources, training &amp; technical assistance resources available to event permit applicants, etc.</td>
</tr>
<tr>
<td>10%</td>
<td>Monitor event permit compliance. Coordinate attendance at special events by City personnel; attend special events as needed/assigned to ensure compliance; coordinate post-event evaluation as needed.</td>
</tr>
<tr>
<td>5%</td>
<td>Website Maintenance - Develop content, prepare updates, and maintain the special event and event permitting section of the City of Ithaca website.</td>
</tr>
</tbody>
</table>

*Attach additional sheets if more space is needed*

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**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>Julie Holcomb</td>
<td>City Clerk</td>
<td>General</td>
</tr>
</tbody>
</table>
### 4. Names and Titles of Persons Supervised by Employee in this position

<table>
<thead>
<tr>
<th>Name</th>
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<th>Type of Supervision</th>
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<tbody>
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<td></td>
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<td></td>
<td></td>
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</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></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Education:**
- High School
- College
- College

**Years**
- 2 Years, with specialization in

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

At least two years of experience with public relations, marketing, customer service, permitting, government administration, event management, or related field. Two years of additional experience may substitute for the minimum education requirement.

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

- Good knowledge and understanding of concepts, principles, practices, methods, and techniques related to event management and organization; Working knowledge of permits and permitting; Ability to provide service with excellence, humility, integrity, and respect in daily work, to build trust by listening, to treat people with respect, to acknowledge opportunities for improvement, and to follow through with commitments; Ability to actively create strong and supportive internal and external relationships to attain a common goal and achieve greater impact together; Ability to develop technical expertise to pursue new ideas and creative outcomes, grounded in ithaca’s unique culture, opportunities, and challenges; Knowledge of effective and appropriate communication; Ability to use knowledge effectively in various contexts which may require oral, written, visual and non-verbal communication; Ability to understand complex oral and written directions; Commitment to developing strength in interpersonal skills; Ability to work well with diverse groups of people, both inside and outside the organization; Technology skills sufficient for the nature and level of position, such as general comfort with using Microsoft Office software, and cloud-based computer applications; Willingness to learn new technologies and transition job duties accordingly to support technological advances and innovation; Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people; Ability to work independently and be self-supporting; Ability to exercise initiative and resourcefulness; Ability to recognize problems and effectively work independently or with others to reach a viable solution; Ability to coordinate multiple events and schedules effectively; Ability to maintain a high level of organization and orderliness.

### Type of license or certificate required:

7. The above statements are accurate and complete.

**Date:** 2/15/22  **Title:** City Clerk  **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:**

Return One Completed Copy to Civil Service Commission
EVENT PERMIT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This administrative staff position is responsible for administering and coordinating the permitting processes for events that take place on property owned by the City of Ithaca. This position will serve as the primary point of contact for applicants, staff and other partners for special event permits and other permits as assigned, from pre-application through completion of event and post-event evaluation. The work involves customer service, technical assistance, coordination with outside agencies, software application management and providing clear, consistent, and positive public communication. The position will work with departments to manage and improve the City’s event permitting processes, respond to questions and complaints, research special requests, and troubleshoot issues and solutions with affected parties. The position is responsible for ensuring that event management is consistent with plans and permitted activities and requires the ability to balance the interests of internal and external stakeholders to achieve a positive outcome for the City and for permit applicants. The work is performed under the general supervision of the City Clerk with a moderate degree of independent judgement. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Processes, reviews, and tracks event permit applications, including conditions of approval, supplementary materials, etc.;
Coordinates permit approvals and issues approved permits; discusses issues surrounding permit denials with applicants;
Provides customer service to event permit applicants; provides information and assistance related to services, activities, procedures, fees, forms, or other issues;
Coordinates and facilitates the City’s special events team;
Maintains an understanding and familiarity of City ordinances and New York State regulations as they relate to events to provide knowledgeable advice to all event permit applicants;
Tracks payments of required application fees, fines, or other payments; tracks payments and releases of any security deposits; maintains orderly records of payments;
Develops, manages, and improves a system for tracking event permit applications;
Facilitates communication and ensures coordination among internal and external partners about event calendars, promotional opportunities, event support resources, training and technical assistance resources available to event permit applicants, etc.;
Monitors event permit compliance; attends special events as needed/assigned to ensure compliance;
Coordinates attendance at special events by City personnel;
Coordinates post-event evaluation as needed;
Develops content, prepare updates, and maintains the special event and event permitting section of the City of Ithaca website.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge and understanding of concepts, principles, practices, methods, and techniques related to event management and organization; good knowledge of City ordinances and regulations governing public events; good knowledge of City permits, permit requirements, and permitting processes; strong interpersonal skills; strong organizational skills; ability to provide service with excellence, humility, integrity, and respect in daily work, to build trust by listening, to treat people with respect, to acknowledge opportunities for improvement, and to follow through with commitments; ability to actively create strong and supportive internal and external relationships to attain a common goal and achieve greater impact together; ability to develop technical expertise to pursue new ideas and creative outcomes, grounded in Ithaca’s unique culture, opportunities, and challenges; ability to communicate effectively both orally and in writing; ability to understand complex oral and written directions; ability to work well with diverse groups of people, both inside and outside the organization; ability to utilize common office technology and software applications effectively; ability to work independently and be self-supporting; ability to exercise initiative and resourcefulness; ability to recognize problems and effectively work independently or with others to reach a viable solution; ability to coordinate multiple events and schedules effectively; ability to successfully work with and serve a diverse local community; willingness to learn new technologies and transition job duties accordingly to support technological advances and innovation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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 full-time paid experience, or its part-time and/or volunteer equivalent, in public relations, marketing, customer service, permitting, event management, office management or similar work; or

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time and/or volunteer equivalent, in public relations, marketing, customer service, permitting, event management, office management or similar work; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).
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: Technology
   Division: Technology
   Location of Position: 602 Hancock Street

2. Description of Duties:
   Job Title: Microcomputer Technician
   %
   30% - Provides basic help desk support/troubleshooting for all devices, software and tech services
   25% - Assists with the installation and maintenance of district networking hardware and software
   25% - Assists with set up and maintenance of labs/chromebooks
   20% - Sort, fix and maintain chromebook and other tech device inventory

   (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>Zachary Lind</td>
<td>Chief Information Officer</td>
<td>Direct</td>
</tr>
<tr>
<td>Peter Stromberg</td>
<td>Assistant Director of Technology</td>
<td>General</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>
</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
   - College
   - College

   Education: High School Years
   College Years, with specialization in
   College Years, with specialization in

   **Experience:** (list amount and type)
   A. Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid experience, or its part-time paid equivalent, in computer repair or support; or
   B. Graduation from high school or possession of a high school equivalency diploma AND successful completion of a six-month course in computer repair or computer science; or
   C. Any equivalent combination of training and experience as defined by the limits of (a) and (b).

   **Essential Knowledges, skills and abilities:**
Type of license or certificate required: none

7.
Date: 2/1/22    Title: Chief Information Officer    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: 

Return One Completed Copy to Civil Service Commission
MICROCOMPUTER TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing technical support for the educational and administrative computer hardware and software maintained by the Ithaca City School District. The position differs from that of Microcomputer Specialist by its more limited scope of responsibility and activity. The work is performed under the general supervision of the Director of Information and Instructional Technology. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists with installations, maintenance and troubleshooting of district hardware systems;
- Assists with installations, maintenance and troubleshooting of district application software;
- Assists with set-ups and maintenance of mini-lab environments;
- Assists with the installation and maintenance of district networking hardware and software;
- Assists in the maintenance of the annual district-wide hardware and software inventories;
- Provides help desk support for computer users for hardware and software;
- Assists in software testing.

FULL PERFORMANCE KNOWLEDGES/SKILLS/ABILITIES/PERSONAL CHARACTERISTICS: Good technical knowledge of micro-computer hardware; good technical knowledge of computer peripherals, including printer types and styles, CD-ROMs, LCD Panels, Laser Disk Players, etc; good technical knowledge of computer telecommunication systems; good technical knowledge of micro-computer telecommunication systems; good technical knowledge of microcomputer operating systems, including DOS, Windows, Macintosh, Windows NT, etc.; good technical knowledge of District software applications, including word-processing, database, spreadsheet, electronic mail, multimedia, and networking software; excellent interpersonal, oral and written communication skills; ability to establish effective working relationships with others; ability to communicate technical information to others; ability to analyze and solve problems relating to computer operations; versatility; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid experience, or its part-time paid equivalent, in computer repair or support; or

B. Graduation from high school or possession of a high school equivalency diploma AND successful completion of a six-month course in computer repair or computer science; or

C. Any equivalent combination of training and experience as defined by the limits of (a) and (b).
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**
   - Youth Bureau

2. **Bureau, Division, Unit or Section**
   - Bureau, Division, Unit or Section

3. **Location of Position**
   - Youth Bureau and Cass Park

4. **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:** This is for 2 positions- 40 hours a week

   **Recreation Specialist**

   **Percent of Work Time**

   **Job Duty**
   - 30% planning/implementing/evaluating recreational activities and lessons at Cass Park facilities; planning, teaching expressive arts programming at YB
   - 30% administrative duties such as: scheduling field and rink use for outside users, Community pass reporting for funders, registration, and customer support, invoicing, providing support to summer day camp
   - 30% assisting with hiring, training, supervising seasonal staff for operation of facilities – pool (guards/instructors), rink (guards), front counter (cashiers, customer service support)
   - 10% plan, organize and support special events in new rink space

   (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>Jim D’Alterio</td>
<td>Deputy Director</td>
<td>Direct</td>
</tr>
<tr>
<td>Yolanda Marion</td>
<td>Recreation Administrator</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>Part-time Seasonal staff</td>
<td></td>
<td>Direct</td>
</tr>
<tr>
<td>Volunteers/interns</td>
<td></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>
</tr>
</thead>
<tbody>
<tr>
<td>Ernesto Villa</td>
<td>Recreation Specialist</td>
<td>Youth Bureau</td>
</tr>
<tr>
<td>Melis Schildkraut</td>
<td>Recreation Specialist</td>
<td>Youth Bureau</td>
</tr>
</tbody>
</table>

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

   - **Education:**
     - High School
     - College
     - 4 or GED Years
     - 2 years Years, with specialization in Recreation, Physical Education, Sports Management, Fine Arts, Theatre
     - College
     - 4 years Years, with specialization in Recreation, Physical Education, Sports
Experience: (list amount and type)

Full-time, part-time paid and/or volunteer equivalent, coordinating, coaching or teaching organized sports, recreation, theatre, dance, music, art or similar recreational or arts activities, lifeguards, etc.

<table>
<thead>
<tr>
<th>Type of license or certificate required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. The above statements are accurate and complete.</td>
</tr>
<tr>
<td>Date: 2/15/22 Title: Director Signature: Elizabeth Kehmann</td>
</tr>
</tbody>
</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:

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<tbody>
<tr>
<td>Jurisdictional Classification:</td>
</tr>
</tbody>
</table>

| 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
RECREATION PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, developing, implementing and evaluating recreation programs for youth of all ages. The work may also involve the actual conduct of an activity, including serving as a day camp director or assistant day camp director during the summer. The work is performed under the general supervision of a Recreation Program Coordinator with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over part-time seasonal staff, volunteers and student interns. This class is distinguished from a Recreation Program Leader by its greater level of independence, its responsibilities for program planning and development, and its supervisory authority over part-time seasonal staff. Incumbents may be assigned to work varied hours, including nights and weekends, related to program activity. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, develops, implements and evaluates recreational programs for youth of all ages, such as arts, theatre, dance, music, sports, special events and camps;

Hires, supervises, trains and evaluates part-time seasonal staff, volunteers and interns;

Recruits instructors and coaches for program activities;

Promotes and publicizes programs and activities;

Establishes teams, schedules and league tournaments for youth sports;

Maintains equipment and supplies needed for recreation program area; distributes supplies as appropriate;

Creates and maintains records and prepares reports related to program activities;

Analyzes, monitors and evaluates program costs;

Attends staff meetings and trainings related to program area;

May serve as a day camp director or assistant day camp director for summer youth camps;

May instruct or oversee the instruction of program participants in specific skill areas;

May participate in fundraising activities to support programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the current principles and practices of effective recreation programming; good knowledge of the organization, conduct, policies, procedures, rules and regulations governing the recreational program areas assigned; good knowledge of the fundamentals of the recreational activities assigned; good knowledge of the Youth Bureau recreational programs, objectives and goals; effective conflict resolution skills; effective customer service skills; ability to plan, implement and promote recreational activities and programs; ability to evaluate program goals and complete program statistics; ability to plan, train, lead and direct the work of seasonal staff, students and volunteers; ability to communicate with, lead and direct large groups of people; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to stimulate and maintain interest of the participants; ability to effectively use computer software programs including word-processing software, spreadsheets, databases and electronic marketing tools; 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 a Bachelor’s degree in recreation, physical education, sports management, fine arts, music, theatre, or a closely related arts or recreational field; or

(b) Graduation from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees with an Associate’s degree in recreation, physical education, sports management, fine arts, music, theatre, or a closely related arts or recreational field and two (2) years of full-time paid experience, or its part-time paid and/or volunteer equivalent, coordinating, coaching or teaching organized sports, recreation, theatre, dance, music, art or similar recreational or arts activities; or

(c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time paid and/or volunteer equivalent, described in (b); or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c). Please note that this means that the minimum academic requirement is at least high school graduation or a high school equivalency diploma.

NOTES:

1. College degrees in fields of study other than those specified in (a) and (b) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: 1 year college education = 6 months of qualifying experience.

2. College coursework that did not result in the attainment of a job-related degree as defined above may be substituted for a portion of the required work experience at the rate of:

   Thirty (30) credit hours of job-related college coursework shall be the equivalent of one (1) year of full-time work experience

Provided, however, that in no event shall college coursework toward an Associate’s degree be substituted for more than eighteen months of work experience if the Associate’s degree has not been obtained; nor shall college coursework toward a Bachelor’s degree be substituted for more than forty-two (42) months of work experience if the Bachelor’s degree has not been obtained; nor shall college coursework toward a Master’s degree be substituted for more than six (6) months of work experience if the Master’s degree has not been obtained.