AGENDA

Approval of Minutes

New Business

1. New Position Duties Statement and Adoption of Job Description: Ithaca City School District – Public Information Specialist
2. New Position Duties Statement and Adoption of Job Description: Communication Coordinator (2)
3. Addition of Special Requirement – Deputy City Chamberlain
5. New Position Duties Statement: Ithaca City School District – Administrative Assistant (2)
6. Request to Expand Residency Requirement – Stock Room Manager
7. New Position Duties Statement and Adoption of Job Description: Ithaca City School District – Assistant School Business Executive

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
January 19, 2022

Commissioners Present: Commissioner Richardson
Commissioner Thompson
Commissioner Abrams (arrived at 11:39 AM)

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.

ELECTION OF CHAIRPERSON

Commissioner Thompson made a motion to elect Commissioner Richardson as Chairperson
of the Civil Service Commission. Seconded by Commissioner Richardson. Motion carried
2-0.

APPROVAL OF MINUTES

Commissioner Thompson noted that she was unable to attend the December 8, 2021
meeting and stated that she would prefer to postpone the approval of the December 8, 2021
minutes until both Commissioner Richardson and Commissioner Abrams, who were present
at the meeting, had the opportunity to review the minutes and make any necessary
 corrections. Commissioner Richardson made a motion to table the approval of the minutes
from the December 8, 2021 meeting until the February 2022 meeting. Seconded by
Commissioner Thompson. Motion carried 2-0.

DELEGATION OF FUNCTIONS TO CIVIL SERVICE COMMISSION EXECUTIVE
SECRETARY

Commissioner Thompson made the following motion:

WHEREAS, the Ithaca Civil Service Commission, at its annual organizational meeting held
on January 19, 2022, has reviewed the functions and responsibilities of the Commission and
the Executive Secretary and has determined that certain functions may be carried out more
efficiently and effectively by the Executive Secretary.

NOW, IT IS RESOLVED, that the Executive Secretary of the Ithaca Civil Service
Commission be delegated and is authorized to carry out the following functions on behalf of
the Ithaca Civil Service Commission:

- Certify payrolls;
- Approve and/or disapprove permanent, provisional and other temporary
  appointments to competitive class positions;
- Approve and/or disapprove appointments to non-competitive, labor and exempt class
  positions;
Approve and/or disapprove personnel transactions including, but not limited to, appointments, promotions, demotions, resignations, retirements, lay-offs, removals, transfers, reinstatements, leaves of absence, and suspensions;

Manage and administer the examination process including, but not limited to, ordering examinations, preparing and issuing exam announcements, ordering exam materials, receiving and securing exam materials, approving and disapproving requests for alternate test dates or testing accommodations, administering examinations to candidates, calculating and awarding seniority points, and receiving and processing exam results;

Manage eligible lists including, but not limited to, certifying eligibles for appointment, canvassing eligible lists, and restricting or reinstating candidates from or to eligible lists;

Approve and/or disapprove applications for examination, employment or promotion;

Determine eligibility for transfer or reinstatement, within the parameters set forth in NYS Civil Service Law and the City of Ithaca Civil Service Rules;

Establish qualifications for promotional examinations;

Approve and/or disapprove claims for veterans and disabled veterans credits;

Review and recommend classification of positions;

Maintain and manage roster records, personnel files, and other employment records;

Prepare, maintain and manage the official records of the Ithaca Civil Service Commission, including meeting agendas, meeting minutes, job descriptions, duties statements, examination records, eligible lists, and annual reports;

Prepare and maintain the City of Ithaca Civil Service Rules.

AND BE IT FURTHER RESOLVED, that the Ithaca Civil Service Commission reaffirms the appointment of Deputy Director of Human Resources Valerie Saul as its Executive Secretary.

Seconded by Commissioner Richardson. Motion carried 2-0.

NEW BUSINESS

New Position Duties Statement and Adoption of Job Description: Planning Department – Sustainability Planner

The Commission reviewed and discussed a New Position Duties Statement from the Planning Department and the proposed job description for Sustainability Planner. Commissioner Richardson made a motion to classify the position as Sustainability Planner and adopt the job description as proposed. Seconded by Commissioner Thompson. Motion carried 2-0.

New Position Duties Statement and Adoption of Job Description: Ithaca City School District – Transportation Services Specialist – 2 positions

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District for two new positions and the proposed job description for Transportation Services Specialist. Commissioner Richardson made a motion to classify the two positions as Transportation Services Specialist and adopt the job description as proposed. Non-
competitive jurisdictional classification will be sought. Seconded by Commissioner Thompson. Motion carried 2-0.

Authorization to Direct Public Hearing: Addition of Transportation Services Specialists to the Non-Competitive Class

Commissioner Thompson made a motion to direct a public hearing for Wednesday, February 23, 2022 at 11:30 am 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. Seconded by Commissioner Richardson. Motion carried 2-0.

[Commissioner Abrams joined the meeting.]

Update of Job Description and Revision of Minimum Qualifications – Assistant Director of Human Resources and Labor Relations

The Commission reviewed proposed updates to the Assistant Director of Human Resources and Labor Relations job description. The updates do not change the overall scope or nature of the position. Additionally, the minimum qualifications are being updated as follows:

'MINIMUM QUALIFICATIONS:

A. Possession of a Juris Doctorate from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant a degree in Law and two (2) years of full-time paid professional human resources experience, or its part-time paid equivalent, which shall have included responsibility for labor contract negotiation and administration and/or wage and employee benefit administration;

B. Possession of a Master’s Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Law, Labor Relations, Personnel Administration, Public Administration, Business Administration, Psychology, Social Work, Sociology, or a closely related field with similar course curriculum and four (4) years of full-time paid professional human resources experience, or its part-time paid equivalent, which shall have included responsibility for labor contract negotiation and administration and/or wage and employee benefit administration;

C. Possession of a Bachelor’s Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant a degrees in Law, Labor Relations, Personnel Administration, Public Administration, Business Administration, Psychology, Social Work, Sociology, or a closely related field with similar course curriculum and six (6) years of full-time paid professional human resources experience, or its part-time paid equivalent, which shall have included responsibility for labor contract negotiation and administration and/or wage and employee benefit administration;

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.'
Commissioner Thompson made a motion to update the Assistant Director of Human Resources and Labor Relations job description and revise the minimum qualifications as proposed. Seconded by Commissioner Richardson. Motion carried 3-0.

New Position Duties Statement: Youth Bureau – Specialist in Recreation for Individuals with Disabilities

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca Youth Bureau. Commissioner Richardson made a motion to classify the position as Specialist in Recreation for Individuals with Disabilities. Seconded by Commissioner Thompson. Motion carried 3-0.

APPROVAL OF MINUTES

Commissioner Abrams made a motion to lift the approval of the minutes from the December 8, 2021 meeting from the table and to approve the minutes as submitted. Seconded by Commissioner Richardson. 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:

CONTINUING BUSINESS

Approval of Rosters of Candidates for Examination

Commissioner Abrams made a motion to approve the Rosters of Candidates for Examination listed below. Seconded by Commissioner Richardson. Motion carried 3-0.

- Financial Management Assistant #68-820
- Senior Account Clerk-Typist #70-549

Report on Candidates Added to Decentralized and Continuous Recruitment Eligible Lists in December 2021

Deputy Human Resources Director Saul reported on the candidates who were added to decentralized and continuous recruitment eligible lists in December 2021.

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, February 23, 2022 at 11:30 am.

With no further business, the meeting was adjourned at 11:50 am.
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.

<table>
<thead>
<tr>
<th>1. Department</th>
<th>Bureau, Division, Unit or Section</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>Ithaca 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.

**Job Title:** Public Information Specialist

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>Leading the development and updating of content on the ICSD website, including writing, editing, information architecture, production management and multimedia recommendations in conjunction with content managers throughout the district;</td>
</tr>
<tr>
<td>10%</td>
<td>Creating and managing multimedia information and producing various electronic publications</td>
</tr>
<tr>
<td>10%</td>
<td>Creating and leading the development of new social media and online engagement for public outreach</td>
</tr>
<tr>
<td>10%</td>
<td>Preparing school district news releases, public service announcements, etc., and serving as liaison with local media representatives</td>
</tr>
<tr>
<td>10%</td>
<td>Developing and implementing the District's Marketing and Communications Plan</td>
</tr>
<tr>
<td>20%</td>
<td>Managing special projects for the Superintendent and Executive Team particularly those related to the internal/external communications, the district website, and graphic design</td>
</tr>
<tr>
<td></td>
<td>Communicating the district's initiatives and strategies for increasing student achievement and promoting the district as a whole</td>
</tr>
<tr>
<td>10%</td>
<td>Assisting the Superintendent of Schools with special studies, projects, investigations and correspondence; and</td>
</tr>
<tr>
<td></td>
<td>Performing a multitude of other duties and responsibilities as assigned by the Superintendent</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>Dr. Luvelle Brown</td>
<td>Superintendent of Schools</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></td>
<td>Communications Coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communications Coordinator</td>
<td></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
- College
- College

**Experience:** (list amount and type)
- At least one year of experience in position responsible for marketing communications, public relations, graphic design, and website management.
- 4 years, with specialization in communications, marketing, journalism, public relations, media arts, or related study.

**Essential knowledge, skills, and abilities:**

See job description.

**Type of license or certificate required:**

7. The above statements are accurate and complete.

Date: 9/17/22
Title: Asst Director of HR
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
PUBLIC INFORMATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The Public Information Specialist is a professional position that provides exceptional support to the Superintendent of Schools, Executive Team, and Board of Education through the development and implementation of a strategic marketing and communications plan. The work involves responsibility for preparing, producing, and disseminating messaging and information, through a variety of mediums, about the Ithaca City School District community, its activities, services, programs, and news to the media and public. The Public Information Specialist is expected to carry out the vision and directives of the Superintendent of Schools and Board of Education with considerable independence and exceptional professional judgment. The work is performed under the general supervision of the Superintendent of Schools with considerable leeway allowed for the exercise of independent professional judgment. Supervision is exercised over the work of district staff engaged in public information activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads the development and updating of content on the ICSD website, including writing, editing, information architecture, production management and multimedia recommendations in conjunction with content managers throughout the district;
Creates and manages multimedia information and produces various electronic publications;
Creates and leads the development of new/social media and online engagement for public outreach;
Prepares school district news releases, public service announcements, etc., and serves as liaison with local media representatives;
Develops and implements the District’s Marketing and Communications Plan;
Manages special projects for the Superintendent, Executive Team, and Board of Education, particularly those related to internal/external communications, the district website, and graphic design;
Communicates the district’s initiatives and strategies for increasing student achievement and promotes the district as a whole;
Communicates effectively with board members, administrators, teachers, students, parents, community members, and business partners;
Supervises, trains and evaluates subordinate staff;
Represents the Superintendent of Schools and Board of Education as an official of the district;
Assists the Superintendent of Schools and Board of Education with special studies, projects, investigations and correspondence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of preparing, producing and disseminating information to the media and the public; good knowledge of the methods and technologies used to produce, publish and distribute printed, electronic and audiovisual informational material; good knowledge of, and strong commitment to, the mission, vision, goals, values and philosophies of the Ithaca City School District and its leadership; strong organizational, interpersonal, written and verbal communication skills; strong creative writing skills; strong computer skills, including word processing, presentation, publishing, photo management, website and social media software and platforms; strong problem solving skills; ability to write clearly and concisely; ability to edit and proofread written or electronic material; ability to present highly complex and technical information in a clear and meaningful way to a wide variety of audiences; ability to read, understand and interpret complex written and statistical information; ability to supervise the work of subordinate staff; ability to establish
Full Performance Knowledges, Skills, Abilities, Personal Characteristics – continued:

and maintain effective working relationships with others; ability to interact effectively with students and their families who represent cultures that are diverse in terms of race, class, ethnicity, sexual orientation, and other characteristics in order to build an effective and collaborative school community; professionalism; accuracy and attention to detail; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a NYS registered or regionally accredited college or university with a Bachelor’s Degree in Communications, Marketing, Journalism, Public Relations, Media Arts, Public or Business Administration, Writing or a closely related field with similar course curriculum, and one (1) year of full-time paid experience, or its part-time or volunteer equivalent, in marketing, communications, public relations, public information, journalism, advertising or community relations, in a capacity which included writing as a primary job duty.
### 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.

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### 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**: Communications  
   **Bureau, Division, Unit or Section**: Ithaca City School District  
   **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>
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<th>Job Duty</th>
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</thead>
<tbody>
<tr>
<td>10%</td>
<td>Coordinating and facilitating training and job-embedded professional development associated with the maintenance of the district website;</td>
</tr>
<tr>
<td>20%</td>
<td>Maintaining and updating content of the ICSD website, including writing, editing, information architecture, production management and multimedia recommendations in conjunction with content managers throughout the district;</td>
</tr>
<tr>
<td>20%</td>
<td>Creating and managing multimedia information and producing various electronic publications;</td>
</tr>
<tr>
<td>10%</td>
<td>Contributing expertise in the area of news/social media and online engagement for public outreach;</td>
</tr>
<tr>
<td>5%</td>
<td>Preparing school district news releases, public service announcements, etc., and serving as liaison with local media representatives;</td>
</tr>
<tr>
<td>10%</td>
<td>Managing special projects for the Public Information Specialist particularly those related to the internal/external communications, the district website, and graphic design;</td>
</tr>
<tr>
<td>10%</td>
<td>Communicating effectively with board members, administrators, teachers, students, parents, community members, and business partners;</td>
</tr>
<tr>
<td>10%</td>
<td>Assisting the Public Information Specialist with special studies, projects, investigations and correspondence; and</td>
</tr>
<tr>
<td>5%</td>
<td>Performing a multitude of other duties and responsibilities as assigned by the Public Information Specialist.</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>Vacant</td>
<td>Public Information Specialist</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>
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</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

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<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casey Pitzer</td>
<td>Administrative Assistant</td>
<td>Administration Building</td>
</tr>
</tbody>
</table>

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

**Education:**
- High School
- 2 Years
- College
- 2 Years, with specialization in communications, marketing, journalism, or related field of study

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

At least two (2) years successful experience in a position responsible for marketing, communications, public relations, graphic design, and website management

**Essential knowledges, skills and abilities:**

Please see job description attached

**Type of license or certificate required:**

7. The above statements are accurate and complete.

| Date: 3/28/2022 | Title: Assistant Director of Human Resources | 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:

<table>
<thead>
<tr>
<th>Title</th>
<th>Jurisdictional Classification</th>
</tr>
</thead>
</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
COMMUNICATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Communications Coordinator is a professional position responsible for the implementation and maintenance of the Ithaca City School District's strategic marketing and communications plan. The work involves responsibility for preparing, producing, and disseminating messaging and information, through a variety of mediums, about the Ithaca City School District community, its activities, services, programs, and news to the media and public. The work is performed under the general supervision of the Public Information Specialist with moderate leeway allowed for the exercise of independent judgment in performance of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains and updates content on the ICSD website, including writing, editing, information architecture, production management and multimedia recommendations in conjunction with content managers throughout the district;
Creates and manages multimedia information and produces various electronic publications;
Coordinates and facilitates training and job-embedded professional development associated with the maintenance of the district website;
Assists with the development of new/social media and online engagement for public outreach;
Communicates effectively with board members, administrators, teachers, students, parents, community members, and business partners;
Assists the Public Information Specialist with special studies, projects, investigations and correspondence;
Manages special projects for the Public Information Specialist, particularly those related to the internal/external communications, the district website, and graphic design;
Prepares school district news releases, public service announcements, etc., and serves as liaison with local media representatives;
Coordinates and implements the District's Marketing and Communications Plan.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the principles and practices of preparing, producing and disseminating information to the media and the public; good knowledge of the methods and technologies used to produce, publish and distribute printed, electronic and audiovisual informational material; good knowledge of, and strong commitment to, the mission, vision, goals, values and philosophies of the Ithaca City School District and its leadership; strong communication skills; strong creative writing skills; strong computer skills, including word processing, presentation, publishing, photo management, website and social media software and platforms; ability to write clearly and concisely; ability to edit and proofread written or electronic material; ability to present highly complex and technical information in a clear and meaningful way to a wide variety of audiences; ability to read, understand and interpret complex written and statistical information; ability to establish and maintain effective working relationships with others; ability to interact effectively with students and their families who represent cultures that are diverse in terms of race, class, ethnicity, sexual orientation, and other characteristics in order to build an effective and collaborative school community; professionalism; accuracy and attention to detail; tact; courtesy; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

Graduation from a NYS registered or regionally accredited college with an Associate's Degree in Communications, Marketing, Journalism, Public Relations, Media Arts, Public or Business Administration, Writing or a closely related field with similar course curriculum, and two (2) years of full-time paid experience, or its part-time or volunteer equivalent, in marketing, communications, public relations, public information, journalism, graphic design, or website management.
DEPUTY CITY CHAMBERLAIN

DISTINGUISHING FEATURES OF THE CLASS: The Deputy City Chamberlain assists with the general administration of the City Chamberlain's Office and assumes the duties of the City Chamberlain in the absence of the City Chamberlain or as assigned. The Deputy City Chamberlain supervises and performs a variety of accounting and business management activities, including receiving and accounting for revenues, allocating funds to the proper accounts, and disbursing City funds. The work is performed under the general supervision of the City Chamberlain in accordance with established laws, practices, and procedures, with leeway allowed for the exercise of independent judgment. General supervision is exercised over office staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the receipt and collection of taxes, water and sewer fees, stormwater fees, sidewalk fees, parking tickets, and rental fees; oversees all accounting processes for such;
Establishes, maintains and supervises systems to safeguard and properly record receipt of City revenues;
Reconciles numerous bank accounts; tracks revenues, and monitors account balances from a variety of sources and funding;
Oversees the daily deposit of all monies received or collected by the City Chamberlain's Office;
Provides oversight and direction, and works in conjunction with other departmental and City staff, on interdepartmental financial operations such as customer water meter accounts and revenues, customer work order accounts and billing, etc.;
Works with software vendors to improve software capabilities and resolve software issues;
Assists with the collection of delinquent property taxes; charges and receives penalties and interest pursuant to law;
Assists with the preparation of reports, filings, and mailings for the Municipal Tax Foreclosure auction;
Assists with the establishment and management of debt service payments and balances accounting detail;
Receives and responds to inquiries, complaints, and requests for information concerning departmental activities;
Assists with the preparation of the annual departmental budget;
May disburse City funds by check on the order of the Controller;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of governmental accounting and financial principles, procedures and methods; thorough knowledge of New York State Tax Law and related federal, state and local laws, ordinances and regulations; good knowledge of internal auditing methods; good knowledge of modern office management practices, procedures, and equipment; good knowledge of municipal accounting software; very high proficiency with spreadsheet and database use and manipulation; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to deal effectively with the public, including difficult customers; ability to successfully work with and serve a diverse local community; good judgment in solving complex account keeping problems; a high degree of accuracy; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Accounting, Business Administration or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time paid equivalent, in a responsible position involving the maintenance of financial accounts and records, at least one (1) year of which must have been in a supervisory capacity; or

B. Graduation from a regionally accredited or New York State registered two-year college or business school with an Associate's Degree in Accounting, Business Administration or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid equivalent, in a responsible position involving the maintenance of financial accounts and records, at least two (2) years of which must have been in a supervisory capacity; 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 paid equivalent, in a responsible position involving the maintenance of financial accounts and records, at least two (2) years of which must have been in a supervisory capacity; or

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

SPECIAL REQUIREMENT: Candidates must obtain a Notary Public license within one year of appointment and must maintain said license 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: 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.

<table>
<thead>
<tr>
<th>Job Title: Grounds keeper</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Percent of Work Time</strong></td>
</tr>
<tr>
<td>35% 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% Make deliveries, load and unload materials and move furniture and equipment</td>
</tr>
<tr>
<td>15% 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>
<thead>
<tr>
<th>Name</th>
<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

<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>
<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>
<tr>
<td>Type of license or certificate required:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Date: 3/1/22 Title: Administrative Officer Signature:</td>
<td></td>
<td></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:

<table>
<thead>
<tr>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdictional Classification:</td>
</tr>
</tbody>
</table>

Date: ___________________ Signature: ___________________

Return One Completed Copy to Civil Service Commission
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.
<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Compiles, sorts, analyzes and extracts statistical, programmatic and financial data for use in agency reports, program evaluations, budget preparations and related administrative activities;</td>
</tr>
<tr>
<td>10%</td>
<td>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;</td>
</tr>
<tr>
<td>10%</td>
<td>Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;</td>
</tr>
<tr>
<td>10%</td>
<td>Maintains and processes complex records including computerized records requiring advanced knowledge of agency services and procedures;</td>
</tr>
<tr>
<td>10%</td>
<td>Prepares and maintains office and programmatic records, statistics and reports using database or spreadsheet software;</td>
</tr>
<tr>
<td>5%</td>
<td>Provides information regarding program services and requirements either by phone or in person, schedules appointments, or assists individuals in by explaining procedures and program processes;</td>
</tr>
<tr>
<td>5%</td>
<td>Prepares a variety of publications including departmental program listings, applications and other forms, brochures, website updates and media releases publicizing departmental programs;</td>
</tr>
<tr>
<td>2%</td>
<td>Coordinates and/or participates in the distribution of a variety of departmental publications to the general public, schools, community agencies, media, etc.;</td>
</tr>
<tr>
<td>2%</td>
<td>Acts as liaison for program or agency activities with administrators and staff;</td>
</tr>
<tr>
<td>2%</td>
<td>Assists professional staff in analyzing and evaluating methods, procedures, goals and objectives, forms applications, etc.;</td>
</tr>
<tr>
<td>5%</td>
<td>Receives, sorts and distributes agency mail;</td>
</tr>
<tr>
<td>2%</td>
<td>Assists administrator with agency budget preparation by gathering data and compiling figures;</td>
</tr>
<tr>
<td>2%</td>
<td>Assists with agency training activities by collecting data, assembling and distributing materials and supplies;</td>
</tr>
<tr>
<td>2%</td>
<td>Prepares a variety of reports related to the work;</td>
</tr>
<tr>
<td>2%</td>
<td>Independently composes correspondence in response to routine inquiries and issues;</td>
</tr>
<tr>
<td>5%</td>
<td>Orders and inventories supplies, materials, etc;</td>
</tr>
<tr>
<td>2%</td>
<td>May take meeting minutes for the permanent record;</td>
</tr>
<tr>
<td>2%</td>
<td>May serve as backup to the Treasurer as assigned by supervisor;</td>
</tr>
<tr>
<td>2%</td>
<td>May serve as Tax Collector as assigned by supervisor;</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>Amanda Verba</td>
<td>Chief Operations Officer</td>
<td>General</td>
</tr>
<tr>
<td>Angela Jordan</td>
<td>Principal Account Clerk</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>
<tbody>
<tr>
<td>Bianca Wilcox</td>
<td>Administrative Assistant</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Tami Tabone</td>
<td>Administrative Assistant</td>
<td>Human Resources</td>
</tr>
</tbody>
</table>

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

   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).

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

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

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

7. The above statements are accurate and complete.
   Date: 3/3/22 Title: Chief Operations Office Signature: Amanda Vale

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).
Re: Stock Room Manager Residency Change Request

Mark Verbanic <MVerbanic@cityofithaca.org>
Thu 17-Mar-22 2:01 PM
To: Valerie Saul <VSaul@cityofithaca.org>
Cc: Jennifer Greenawalt <JGreenawalt@cityofithaca.org>

Val,

With the current employment hiring issues across the nation and more locally with the City of Ithaca. We would like to request that the residency requirements for Stock Room Manager be expanded to all of New York State. This requirement was adopted by the Civil Service Commission in December 2020 for the position of Stock Room Clerk, which works closely with the Stock Room Manager. This position also remains unfilled today with the same residency requirements.

If you should have any questions or comments, please feel free to call.

Thanks,
Mark

Mark P. Verbanic
Assistant Superintendent of Public Works
City of Ithaca
245 Pier Road
Ithaca, New York 14850
(t) 607.272.1718
(f) 607.272.4374
(c) 607.342.2929
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>Ithaca City School District Business Office</td>
<td></td>
<td></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: Assistant School Business Executive</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td><strong>Budgeting and Budget Management</strong></td>
</tr>
<tr>
<td></td>
<td>Collects and inputs all budget requests, expenditures, and revenue sources to prepare and develop the annual district budget;</td>
</tr>
<tr>
<td></td>
<td>Prepares the data to build the tentative budget for School Board, community groups, and internal stakeholders as directed by the School Business Executive;</td>
</tr>
<tr>
<td></td>
<td>Explains financial budget allocations to department heads;</td>
</tr>
<tr>
<td></td>
<td>Evaluates the current and planned activities of the district and recommends to the School Business Executive particular budget cuts or supplementary budget amounts which should be considered;</td>
</tr>
<tr>
<td></td>
<td>Prepares and transmits financial reports to appropriate federal, state, and local authorities and as required by the Board or District Executive Team Members.</td>
</tr>
<tr>
<td>20%</td>
<td><strong>Accounting</strong></td>
</tr>
<tr>
<td></td>
<td>Establishes accounting records and procedures to conform to district policy, state and federal requirements, and installs procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;</td>
</tr>
<tr>
<td></td>
<td>Supports the collection of revenues by establishing procedures for the district tax collector, treasurer, and assigned personnel;</td>
</tr>
<tr>
<td></td>
<td>Makes fund transfers between accounts as appropriate to cover expenditures;</td>
</tr>
<tr>
<td></td>
<td>Maintains grant accounts in order to make required reports to funding agencies;</td>
</tr>
<tr>
<td></td>
<td>Manages the maintenance and control of property classification and inventory systems for fixed assets and supplies.</td>
</tr>
<tr>
<td>20%</td>
<td><strong>Financial Planning</strong></td>
</tr>
<tr>
<td></td>
<td>Prepares long and short term financial plans for use by administrators and the Board of Education;</td>
</tr>
<tr>
<td></td>
<td>Develops monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs;</td>
</tr>
<tr>
<td></td>
<td>Supports the development of best available investment instruments and obtains quotes on interest rates considering investment amount, time of investment, and prevailing interest rates;</td>
</tr>
<tr>
<td></td>
<td>Supports the development of plans for long term borrowings by use of capital notes and/or serial bonds including the preparation of repayment schedules and development of data for bond sale prospectus;</td>
</tr>
<tr>
<td></td>
<td>Arranges for sale of bonds in cooperation with bond consultants;</td>
</tr>
<tr>
<td></td>
<td>Provides fiscal, statistical, and business management information in support of state and federal grant applications for district projects.</td>
</tr>
<tr>
<td>20%</td>
<td><strong>Business Management</strong></td>
</tr>
<tr>
<td></td>
<td>Serve as the designated liaison with the Auditor, Treasurer, BOCES CBO, and other financial authorities, including State and Federal financial officials;</td>
</tr>
<tr>
<td></td>
<td>Manages all financial aspects of capital improvement projects;</td>
</tr>
<tr>
<td></td>
<td>Provides financial and other data for negotiating teams, fact finder, mediator, arbitrator, or representatives of employee organizations;</td>
</tr>
<tr>
<td></td>
<td>Supports the development of district insurance and risk management programs;</td>
</tr>
<tr>
<td></td>
<td>Periodically audits insurance coverage against inventories, appraisals, liabilities, and replacement cost;</td>
</tr>
<tr>
<td></td>
<td>Supports the monitoring of insurance requirements to assure timely review, renewal, revision, or cancellation;</td>
</tr>
<tr>
<td></td>
<td>Supports district compliance with Freedom of Information Law requests.</td>
</tr>
<tr>
<td>10%</td>
<td></td>
</tr>
</tbody>
</table>
Purchasing

Works with the purchasing agent to establish a calendar of purchasing activities to assure timely ordering and delivery of goods and services;
Assists in writing specifications based on requests for supplies, services, and equipment;
Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;
Supports bid advertising in accordance with law and may open and analyze bids to determine low bidder conformance to specifications.

Supervision

Directly supervises staff of Business Office as assigned by the School Business Executive and indirectly supervises district-wide clerical.

(Attach additional sheets if more space is needed)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Verba</td>
<td>Chief Operations Officer</td>
<td>Direct</td>
</tr>
<tr>
<td>Lily Talcott</td>
<td>Deputy Superintendent</td>
<td>Indirect</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>Emily Shipe</td>
<td>Treasurer</td>
<td>Direct</td>
</tr>
<tr>
<td>Terri Nunez</td>
<td>Senior Account Clerk Typist</td>
<td>Direct</td>
</tr>
<tr>
<td>Marta Costa Potter</td>
<td>Administrative Assistant</td>
<td>Indirect</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>Angela Jordan</td>
<td>Principal Account Clerk</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

6. What minimum qualifications do you think should be required for this position?
   A) School Business Administrator (SBA), School District Administrator Certificate (SDA), School District Leader (SDL), or School District Business Leader (SDBL).
   B) Graduation from a regionally accredited university or one accredited by the New York State Board of Regents to grant degrees with a Master’s degree in Business or Public Administration and two (2) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity; or
   C) 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 accounting, business administration or a closely related field with a similar course curriculum and four (4) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity.

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

Experience: (list amount and type) See above
Essential knowledges, skills and abilities: Thorough knowledge of business administration procedures; thorough knowledge of accounting methods and budgetary procedures; thorough knowledge of the techniques of monitoring expenditure of funds; thorough knowledge of debt and investment management; thorough knowledge of purchasing and inventory practices; good knowledge of the principles of cost analysis; strong supervisory skills; strong interpersonal skills; skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan; ability to communicate effectively both orally and in writing; ability to identify and anticipate financial problems and needs; ability to identify and set priorities; ability to verbally explain and defend budgets; ability to interpret financial reports; good judgment; integrity; thoroughness; physical condition commensurate with the duties of the position.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 3/16/22 Title: Chief Operations 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: 

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
ASSISTANT SCHOOL BUSINESS EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: The Assistant School Business Executive supports the overall administration of all business functions of the Ithaca City School District by planning, developing, implementing, and managing account-keeping functions in coordination with the School Business Executive. Primary responsibilities include the development and preparation of the school district budget and direct oversight of all account-keeping activities. The Assistant School Business Executive also provides financial guidance and advisement to the members of the administration and Board of Education as assigned or delegated by the School Business Executive. The work is performed in accordance with school district policies and procedures under general supervision but allows for the frequent exercise of independent judgment. Direct supervision is exercised over the administrative support staff of the Business Office. Indirect supervision is exercised over the work of the clerical staff throughout the Ithaca City School District. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Budgeting and Budget Management

Collects and inputs all budget requests, expenditures, and revenue sources to prepare and develop the annual district budget;
Prepares the data to build the tentative budget for School Board, community groups, and internal stakeholders as directed by the School Business Executive;
Explains financial budget allocations to department heads;
Evaluates the current and planned activities of the district and recommends to the School Business Executive particular budget cuts or supplementary budget amounts which should be considered;
Prepares and transmits financial reports to appropriate federal, state, and local authorities and as required by the Board or District Executive Team Members.

Accounting

Establishes accounting records and procedures to conform to district policy, state and federal requirements, and installs procedures for encumbrance, expense accounting, and distribution of revenues into proper fund accounts;
Supports the collection of revenues by establishing procedures for the district tax collector, treasurer, and assigned personnel;
Makes fund transfers between accounts as appropriate to cover expenditures;
Maintains grant accounts in order to make required reports to funding agencies;
Manages the maintenance and control of property classification and inventory systems for fixed assets and supplies.

Financial Planning

Prepares long and short term financial plans for use by administrators and the Board of Education;
Develops monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs;
Supports the development of best available investment instruments and obtains quotes on interest rates considering investment amount, time of investment, and prevailing interest rates;
Assistant School Business Executive
Page 2

Typical Work Activities - continued

Supports the development of plans for long term borrowings by use of capital notes and/or serial bonds including the preparation of repayment schedules and development of data for bond sale prospectus;
Arranges for sale of bonds in cooperation with bond consultants;
Provides fiscal, statistical, and business management information in support of state and federal grant applications for district projects.

Business Management

Serves as the designated liaison with the Auditor, Treasurer, BOCES Chief Business Officer, and other financial authorities, including State and Federal financial officials;
Manages all financial aspects of capital improvement projects;
Provides financial and other data for negotiating teams, fact finder, mediator, arbitrator, or representatives of employee organizations;
Supports the development of district insurance and risk management programs;
Periodically audits insurance coverage against inventories, appraisals, liabilities, and replacement cost;
Supports the monitoring of insurance requirements to assure timely review, renewal, revision, or cancellation;
Supports district compliance with Freedom of Information Law requests.

Purchasing

Works with the purchasing agent to establish a calendar of purchasing activities to assure timely ordering and delivery of goods and services;
Assists in writing specifications based on requests for supplies, services, and equipment;
Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;
Supports bid advertising in accordance with law and may open and analyze bids to determine low bidder conformance to specifications.

Supervision

Directly supervises staff of Business Office as assigned by the School Business Executive and indirectly supervises district-wide clerical.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of business administration procedures; thorough knowledge of accounting methods and budgetary procedures; thorough knowledge of the techniques of monitoring expenditure of funds; thorough knowledge of debt and investment management; thorough knowledge of purchasing and inventory practices; good knowledge of the principles of cost analysis; strong supervisory skills; strong interpersonal skills; skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan; ability to communicate effectively both orally and in writing; ability to identify and anticipate financial problems and needs; ability to identify and set priorities; ability to verbally explain and defend budgets; ability to interpret financial reports; good judgment; integrity; thoroughness; physical condition commensurate with the duties of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Business or Public Administration and two (2) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity; 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 accounting, business administration or a closely related field with a similar course curriculum and four (4) years of full-time paid (or its part-time paid equivalent) professional business administration experience, which must have included accounting and budgeting duties, at least two years of which shall have been in a supervisory capacity.
**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>Department</th>
<th>Bureau, Division, Unit or Section</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Administrative Division</td>
<td>Central Fire Station</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.

**Job Title:** Financial Management Assistant

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>8%</td>
<td>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;</td>
</tr>
<tr>
<td>8%</td>
<td>Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports;</td>
</tr>
<tr>
<td>5%</td>
<td>Aids with the budget preparation by gathering account data and compiling figures for reports;</td>
</tr>
<tr>
<td>5%</td>
<td>Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances, particularly as related to grants administration;</td>
</tr>
<tr>
<td>5%</td>
<td>Maintains and updates database/spreadsheet records on a personal computer;</td>
</tr>
<tr>
<td>5%</td>
<td>Tracks, audits and monitors a variety of accounts;</td>
</tr>
<tr>
<td>5%</td>
<td>Verifies adjustments are made to correct allocations and issues reports as required;</td>
</tr>
<tr>
<td>5%</td>
<td>Prepares complex financial or statistical summary reports;</td>
</tr>
<tr>
<td>5%</td>
<td>Checks for accuracy of computations and completeness;</td>
</tr>
<tr>
<td>5%</td>
<td>Prepares and process invoices, vouchers, payments and billing for appropriate accounts;</td>
</tr>
<tr>
<td>5%</td>
<td>Prepares in final format, financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various source material;</td>
</tr>
<tr>
<td>5%</td>
<td>Prepares funds for deposit into accounts, reconciles accounts and prepares reports from information;</td>
</tr>
<tr>
<td>5%</td>
<td>Contacts clients, vendors or other agencies to obtain additional information;</td>
</tr>
<tr>
<td>4%</td>
<td>Conducts financial orientation for new departmental employees, prepares travel authorizations, provides general information to the public regarding departmental programs and activities;</td>
</tr>
<tr>
<td>4%</td>
<td>Provides information orally or in writing in response to inquiries;</td>
</tr>
<tr>
<td>4%</td>
<td>Prepares a variety of reports related to the work;</td>
</tr>
<tr>
<td>4%</td>
<td>Processes, sorts, indexes, records and files a variety of records and reports;</td>
</tr>
<tr>
<td>4%</td>
<td>Interfaces with the public by answering phones, taking messages, and scheduling appointments;</td>
</tr>
<tr>
<td>4%</td>
<td>Operates a personal computer, peripheral equipment and other related office equipment;</td>
</tr>
<tr>
<td>2%</td>
<td>Participates on interdepartmental administrative teams to develop and improve City-wide processes and procedures;</td>
</tr>
<tr>
<td>3%</td>
<td>Performs related clerical duties as required.</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>June Overslaugh</td>
<td>Administrative Coordinator</td>
<td>Direct</td>
</tr>
<tr>
<td>T Parsons, R Covert</td>
<td>Chief and Deputy Chiefs</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>
<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>
<tbody>
<tr>
<td>Not yet filled</td>
<td>Financial Management Assistant</td>
<td>Central Fire Station</td>
</tr>
</tbody>
</table>

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

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

**Experience:** (list amount and type)
- 3 Years Full Time Paid Office experience using clerical skills, basic accounting methods, and contemporary office processes and equipment.

**Essential knowledges, skills and abilities:**
- Knowledge of basic accounting procedures, knowledge of office practices and procedures, knowledge of office management systems and equipment.
- Ability to use modern office technology (i.e. computers, copiers, scanners, etc.). Ability to use modern software applications such as spreadsheets, word processing, and database programs.

**Type of license or certificate required:**

7. The above statements are accurate and complete.

Date: 10 March 2022  Title: Fire Chief  Signature:

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**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: 10 March 2022  Signature:

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

9. Creation of described position

- [ ] Approved
- [ ] Disapproved

Date: 11 March 2022  Signature:

Return One Completed Copy To Civil Service Commission  March 11, 2022
FINANCIAL MANAGEMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the independent performance of responsible account-keeping procedures in maintaining and checking financial accounts and records. The work requires decision making as to methods to be used and classification of records and accounts. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. This position differs from Financial Clerk in that the duties are more complex and represent a higher level of responsibility and independent judgment in the performance of work assignments. The position differs from that of Office Manager and Fiscal Manager in that the supervision of subordinate financial staff is not a responsibility of this position. The work is performed under general supervision and although the incumbent may train new or lower-level staff, daily supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK 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;
Performs complex payroll transactions or may prepare payroll for entire department and prepare all related reports;
Aids with the budget preparation by gathering account data and compiling figures for reports;
Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
Maintains and updates database/spreadsheet records on a personal computer;
Tracks, audits and monitors a variety of accounts;
Verifies adjustments are made to correct allocations and issues reports as required;
Prepares complex financial or statistical summary reports;
Checks for accuracy of computations and completeness;
Prepares and process invoices, vouchers, payments and billing for appropriate accounts;
Prepares in final format, financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various source material;
Prepares funds for deposit into accounts, reconciles accounts and prepares reports from information;
Contacts clients, vendors or other agencies to obtain additional information;
Conducts financial orientation for new departmental employees, prepares travel authorizations, provides general information to the public regarding departmental programs and activities;
Provides information orally or in writing in response to inquiries;
Processes, sorts, indexes, records and files a variety of records and reports;
Participates on interdepartmental administrative teams to develop and improve City-wide processes and procedures;
Performs related clerical duties as required;
Operates a personal computer, peripheral equipment and other related office equipment;
Trains lower level clerical employees as required.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of modern methods used in keeping and checking financial accounts and records, including computer financial software; good knowledge of modern office terminology, procedures, equipment and business English; ability to make complex arithmetic computations involving fractions, decimals and percentage accurately; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases at an acceptable rate of accuracy and speed; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to perform close, detail work involving considerable visual effort and concentration; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience, or its part-time paid or volunteer equivalent, maintaining financial accounts and records.

NOTE: Successfully completed coursework in accounting, business administration or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required work experience, with thirty (30) credit hours of college coursework in the above fields being equivalent to one (1) year of full-time work experience.