

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 09/14/98  
Revised: 04/06/16, 09/07/22

## **DEPUTY GREATER ITHACA ACTIVITIES CENTER DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative and supervisory position responsible for assisting the Greater Ithaca Activities Center (GIAC) Director in planning, organizing and administering the programs offered at GIAC. The Deputy GIAC Director is also responsible for the direct development, implementation and administration of one or more components of the GIAC program as assigned by the GIAC Director. The Deputy GIAC Director serves as the GIAC Director's representative as assigned and may assume the GIAC Director's responsibilities in the Director's absence. The work is performed under the general direction of the GIAC Director with wide latitude for independent judgment in planning and carrying out the details of the work. Supervision is exercised over the work of subordinate staff of GIAC. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Initiates, develops, plans, promotes, coordinates and directs a variety of multicultural, educational and recreational programs to assist with the individual and social development of program participants and in response to emerging community needs;

Acts on behalf of the GIAC Director in his/her absence or as assigned;

Assists in the formulation of policies and procedures for the administration of GIAC's various programs and services, and communicates and interprets policies and procedures to staff;

Implements and administers one or more component of the GIAC program;

Evaluates programs and program administration to ensure that they are effectively meeting community needs and to ensure maximum utilization of staff, resources and equipment;

Supervises, and instructs and coaches subordinates in the implementation of programs;

Fully plans and promotes GIAC special activities and events;

Prepares and distributes publicity materials for GIAC including, but not limited to, brochure, annual report, newsletter and news articles;

Networks, develops relationships, maintains contacts, meets and speaks privately and publicly with civic groups, community organizations and residents to inform them of the GIAC programs and to keep GIAC attuned to the needs and wishes of the community;

Researches sources of funds, develops, writes and submits funding and grant applications, evaluates program needs and recommends uses of funds;

Monitors use of grants and other donor funds to further the mission of GIAC;

Abstracts information about grant funded programs for and prepares related verbal and written financial and narrative reports and records;

Assists in the development and administration of GIAC's budget;

Recruits, screens, trains, and orients volunteers and subordinate staff;

Plans and conducts conferences and workshops for staff to discuss program development and objectives and to provide technical assistance and professional development.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of area resources available for implementation of programs directed to participant groups with diversified interests and cultural backgrounds; good knowledge of the principles and best practices of administrative supervision; working knowledge of community organization, public administration and management techniques; working knowledge of governmental budgetary preparation and procedures; working knowledge of researching and writing grants and other financial development options, both private and public, for the provision of GIAC programs and services; working knowledge of principles, practices and techniques of program planning and analysis; working

**Full Performance Knowledges, Skills, Abilities, Personal Characteristics – continued:**

knowledge of public relations techniques; strong organizational skills; proven ability to work effectively with groups of people of all ages with diverse interests and cultural backgrounds; ability to administer grants; ability to plan, organize, develop, promote and direct comprehensive cultural, educational and recreational programs; ability to effectively plan and supervise the work of others; ability to prepare narrative, statistical and financial report and records; ability to interpret and carry out oral and written policy; ability to effectively communicate and cooperate with civic organizations and the public served, establishing and maintaining effective working relationships with them; ability to speak before and address groups effectively in representing GIAC; ability to write clearly and concisely; ability to successfully work with and serve a diverse local community in fulfilling GIAC's mission and social justice efforts; good judgment; reliability; initiative and resourcefulness; tact and diplomacy; emotional maturity and intelligence; willingness and ability to work evenings and weekends; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's Degree in social work, sociology, psychology, human services, education, recreation, business, public administration, communications or a related field and two (2) years of full-time paid experience working with diverse youth, adults and/or families in a community, human services or recreation program, an educational environment, or a similar organization in a capacity which involved the administration or supervision of direct service programs; or
- B. Possession of an Associate's Degree in social work, sociology, psychology, human services, education, recreation, business, public administration, communications or a related field and four (4) years of full-time paid experience working with diverse youth, adults and/or families in a community, human services or recreation program, an educational environment, or a similar organization in a capacity which involved the provision of direct services to clientele, at least two (2) years of which shall have involved the administration or supervision of direct service programs; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience working with diverse youth, adults and/or families in a community, human services or recreation program, an educational environment, or a similar organization in a capacity which involved the provision of direct services to clientele, at least two (2) years of which shall have involved the administration or supervision of direct service programs; or
- D. An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

Note: Part-time and/or verifiable volunteer experience may be credited toward the experiential requirement on a pro-rata basis.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.