

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 09/14/98, 02/25/15, 07/06/22, 09/07/22

## **GREATER ITHACA ACTIVITIES CENTER DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is the principal administrative position of the Greater Ithaca Activities Center (GIAC). The GIAC Director is responsible for planning, directing, managing and administering the programs offered at the Greater Ithaca Activities Center, and for managing the agency's staff and finances. The GIAC Director is responsible for coordinating the operation of the facility and for the development of cooperative and productive relationships with community groups and organizations for collaborative programming. The GIAC Director also serves as the Executive Officer and chief spokesperson for GIAC, Inc., the not-for-profit organization that oversees the provision of multi-cultural, educational and recreational programs focused on social and individual development to the community. The work is performed under the administrative direction of the Mayor and in accordance with the broad guidelines established by the Board of Directors of the Greater Ithaca Activities Center. Administrative supervision is exercised over the professional, paraprofessional and custodial staff of the Center. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Directs and administratively supervises the daily operations and programs of the Greater Ithaca Activities Center;
- Hires, develops, assigns, evaluates, promotes, disciplines and, as necessary, terminates subordinate personnel;
- Develops and implements effective policies and multicultural, educational and recreational programs to assist with the individual and social development of program participants;
- Advocates for the rights and needs of youth, families and underrepresented populations in the greater Ithaca area;
- Serves as the principal professional resource to the GIAC, Inc. Board of Directors and its committees, assisting them in matters of strategic needs assessments and planning, and implementation of community development and service priorities;
- Makes application for State, Federal and other funds and performs required follow-up or reporting after receipt of grants;
- Maintains contact with community residents to develop good relations with those served and to keep GIAC attuned to the needs and wishes of the community;
- Coordinates services of GIAC with those outside community groups to provide utmost service to the community;
- Works collaboratively with the Ithaca City School District, Youth Bureaus, Southside Community Center, BOCES, and similar organizations serving the greater Ithaca community;
- Supervises and controls the use of the GIAC building and adjacent areas in order to promote maximum utilization of facilities by community groups and individuals;
- Plans and prepares tentative budgets, allocates expenditures and disbursements and recommends needed appropriations for the program and controls and accounts for the fiscal management of GIAC;
- Provides oversight of the financial affairs of GIAC, Inc., including preparation of the GIAC, Inc. budget, statements of financial position, profit and loss statements and annual audit reports; ensures financial policies and procedures are followed; ensures ongoing financial growth of the organization;
- Prepares and distributes publicity materials and speaks to civic organizations to inform them of the GIAC program;
- Conducts conferences and workshops for staff to discuss program development and objectives and provide technical assistance;

**Typical Work Activities – continued**

Oversees the maintenance of the facility and adjacent areas;  
Formulates policies of general application and recommends new policies for implementation;  
Participates in GIAC, Inc. Board meetings by providing input, information and feedback; serves as staff support to GIAC Board subcommittees;  
Serves as liaison with local government committees, Common Council and community agencies, and attends a variety of meetings as the City representative of GIAC.

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

Thorough knowledge of area resources available for implementation of programs directed to participant groups with diversified interests and cultural backgrounds; good knowledge of community organization, public administration and management techniques; good knowledge of governmental accounting and budgetary procedures; good knowledge of the principles, practices and techniques of program planning and analysis; good knowledge of the principles and practices of administrative supervision; working knowledge of public relations techniques; proven ability to work effectively with groups of all ages with diverse interests and cultural backgrounds; ability to administer grants; ability to plan, organize and develop comprehensive cultural, educational and recreational programs; ability to plan, coordinate and direct the work of others; ability to interpret and carry out oral and written policy; ability to effectively communicate and collaborate with civic organizations and the public served; ability to speak before groups; ability to prepare narrative, statistical and financial reports and records; ability to establish and maintain effective working relationships; ability to successfully work with and serve a diverse local community; good judgment; physical condition commensurate with the demands of the position

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Bachelor's Degree and two (2) years of full-time paid administrative or supervisory experience working with youth, adults and/or families in a community, human service or recreation program, an educational environment, or a similar organization; or
- B. Possession of an Associate's Degree and five (5) years of full-time paid experience working with youth, adults and/or families in a community, human service or recreation program, an educational environment, or a similar organization, at least three (3) years of which shall have been in a responsible administrative or supervisory capacity; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) 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.