CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date: Wednesday, April 5, 2023
Time: 11:30 am
Location: 2nd floor conference room, City Hall

AGENDA

Approval of Minutes

New Business

1. Revision of Minimum Qualifications and Special Requirement: Electrical Inspector
3. Change in Title and Revision of Special Requirement: Supervisor of Buildings and Code Enforcement to Director of Code Enforcement
4. Reclassification Request: IPD – Financial Clerk to Administrative Assistant
5. New Position Duties Statement: ICSD – Administrative Assistant (3)
6. Update to Job Description: Director of Sustainability
7. New Position Duties Statement and Adoption of Job Description: GIAC Program Coordinator – Special Initiatives

Executive Session

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Establishment of Eligible Lists
3. Addition of Candidates to Continuous Recruitment Eligible Lists
4. Approval of Personnel Transactions
CIVIL SERVICE COMMISSION
Regular Meeting
January 4, 2023

Commissioners Present: Commissioner Abrams
Commissioner Thompson

Excused: Commissioner Richardson

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

APPOINTMENT OF ACTING CHAIR

Commissioner Abrams made a motion to appoint Commissioner Thompson as Acting Chair of the meeting. Seconded by Commissioner Thompson. Motion carried 2-0.

Commissioner Thompson called the meeting to order at 11:35 AM.

ELECTION OF CHAIRPERSON

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

APPROVAL OF MINUTES

Commissioner Abrams made a motion to approve the minutes from the December 14, 2022 meeting. Seconded by Commissioner Thompson. Motion carried 2-0.

DELEGATION OF FUNCTIONS TO CIVIL SERVICE COMMISSION EXECUTIVE SECRETARY

Commissioner Abrams made the following motion:

WHEREAS, the Ithaca Civil Service Commission, at its annual organizational meeting held on January 4, 2023, 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 Thompson. Motion carried 2-0.

NEW BUSINESS

New Position Duties Statements: DPW – Office Manager (1 position) and Administrative Coordinator (2 positions)

The Commission reviewed and discussed two New Position Duties Statements from the Department of Public Works. One New Position Duties Statement defines a new Office Manager position; the other New Position Duties Statement defines two new Administrative Coordinator positions. Commissioner Thompson made a motion to classify one position as Office Manager and the other two positions as Administrative Coordinators. Seconded by Commissioner Abrams. Motion carried 2-0.


The Commission reviewed and discussed two New Position Duties Statements from the Ithaca City School District. Commissioner Thompson made a motion to classify one position as Head Building Maintenance Mechanic and the other position as Building Maintenance Mechanic. Seconded by Commissioner Abrams. Motion carried 2-0.
EXECUTIVE SESSION

Commissioner Abrams made a motion to go into executive session to discuss civil service examination and eligible list matters. Seconded by Commissioner Thompson. Motion carried 2-0. 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 Thompson. Motion carried 2-0.

- Microcomputer Technician #63-595
- Stock Room Clerk #61-240
- Stock Room Manager #68-585

Establishment of Eligible Lists

Commissioner Thompson made a motion to establish Police Lieutenant Eligible List #76-947 for a two year period. Seconded by Commissioner Abrams. Motion carried 2-0.

Approval of Personnel Transactions

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

The next Civil Service Commission meeting will be held Wednesday, February 15, 2023 at 11:30 am.

With no further business, the meeting was adjourned at 12:02 pm.
DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for inspecting electrical installations and repairs in buildings to ensure compliance with the New York State Uniform Fire Prevention and Building Code, the National Electric Code, the New York State Multiple Residence Law, the New York State Building Construction Code along with relevant municipal codes and regulations. Duties include reviewing applications for repair, alteration or addition to existing electrical systems; and inspecting all wiring installations for compliance with code; conducting electrical surveys; administering exams on behalf of the Examining Board of Electricians; and overseeing the licensing program for City of Ithaca Electrician licenses. The work is performed under the general supervision of the Director of Code Enforcement with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:
Reviews applications for repair, alterations and additions to the existing electrical wiring and electrical systems in any building and any electrical wiring for new construction;
Conducts inspections and reviews all rough wiring installations for concealment if such wiring in accordance with the performance specifications in the New York State Uniform Fire Prevention and Building Code;
Conducts final electrical inspections and fixture count on all electrical work requiring a permit;
Conducts electrical inspections on the installations of photovoltaics used as an alternate energy source;
Conducts electrical surveys on existing buildings and cites electrical defects to be removed;
Explains and enforces the requirements to contractors, building owners and the public of the National Electric Code, the New York State Uniform Fire Prevention and Building Code, and other codes, laws, rules, and regulations pertaining to electrical requirements;
Issues written notices to correct unsafe, illegal or dangerous conditions relating to electrical requirements in existing structures;
Corresponds with property owners regarding electrical violations giving specific time frame for correcting deficiencies;
Collects fees associated with electrical inspection services;
Prepares inspections reports, documents violations and maintains records;
Certifies and approves that electrical work is in compliance with all applicable laws and regulations for the issuance of certificate of occupancy or compliance;
Oversees the licensing program for City of Ithaca Electrician licenses, including administering examinations for Licensed Electrician and maintaining related records;
Participates in required code enforcement training.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, techniques and methods used in residential and commercial electrical construction work; thorough knowledge of the National Electric Code, the New York State Uniform Fire Prevention and Building Code and other codes, laws, rules, and regulations pertaining to electrical equipment and installations; good knowledge of the principles and methods of field inspection; working knowledge of the geography of the municipality; ability to read and interpret blueprints, surveys, maps, plans and specifications; ability to enforce codes, ordinances and regulations with firmness and tact; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to analyze and organize data and prepare records and reports; ability to communicate effectively both
Full Performance Knowledge, Skills, Abilities, Personal Characteristics: - continued
orally and in writing; ability to perform close, detail work involving considerable visual effort and concentration; ability to deal effectively with the public; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of an Associate’s degree in electrical construction, electrical technology or closely related field AND five (5) three (3) years of full-time paid experience, or its part-time paid equivalent, as an journey level electrician, AND two (2) years of full-time paid experience, or its part-time paid equivalent, inspecting or supervising residential and commercial electrical work; or

B. Graduation from high school or possession of a high school equivalency diploma AND possession of certifications from the International Association of Electrical Inspectors as an Electrical Inspector for one and two family dwellings and as an Electrical Inspector for general construction AND five (5) three (3) years of full-time paid experience, or its part-time paid equivalent, as an journey level electrician AND two (2) years of full-time paid experience, or its part-time paid equivalent, inspecting or supervising residential and commercial electrical work; or

C. Graduation from high school or possession of a high school equivalency diploma AND six (6) five (5) years of full-time paid experience, or its part-time paid equivalent, as an journey level electrician, at least one (1) year of which must have included AND two (2) years of full-time paid experience, or its part-time paid equivalent, inspecting or supervising residential and commercial electrical work; or

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

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.

SPECIAL REQUIREMENTS:

A. Candidates must obtain certification from the City of Ithaca as a Licensed Electrician within two years of the date of appointment and must maintain said certification for the duration of employment.

B. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve eighteen months of permanent appointment, and must maintain said certification for the duration of employment.

C. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
Building Inspector

Distinguishing Features of the Class: The Building Inspector is responsible for assisting in the review of plans and specifications submitted with building permit applications for university, commercial and residential buildings, in accordance with the New York State Uniform Fire Prevention and Building Code, the City of Ithaca Building Code and the City of Ithaca Zoning Ordinance. Building Inspectors also inspect buildings for compliance with approved plans and specifications, the New York State Uniform Fire Prevention and Building Code and the City Building Code. The work is usually performed under general supervision, in accordance with established codes, ordinances, policies and procedures. The inspection of large-scale university buildings designed to accommodate particular fields of study is performed under the direct supervision of a higher level superior. Does related work as required.

Typical Work Activities:

Reviews and checks plans and specifications submitted with building permit applications for compliance with the New York State Uniform Fire Prevention and Building Code and all other applicable laws and ordinances;

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable ordinances and laws;

Secures necessary safeguards during construction;

Inspects existing buildings and structures to insure their conformity with safety standards and applicable codes, laws and ordinances;

Assists in ordering unsafe buildings to be removed; provides for the removal of unsafe conditions in existing buildings;

Maintains close relationships with the Ithaca Fire Department, and copies or relates to the Fire Marshall all decisions that impact the Fire Department;

Keeps a schedule and notes on daily activities, job meetings, inspections and provides the Deputy Building Commissioner and Building Commissioner with notes on the outcome of inspections and summaries of meetings;

Researches Web sites and construction and fire standards in order to comprehend new technologies;

Explains the requirements of the New York State Uniform Fire Prevention and Building Code, and all applicable local laws and ordinances to building contractors and to the general public;

Investigates complaints and assists in prosecuting violations of the building code and zoning ordinances.

Full Performance knowledges, skills, abilities, personal characteristics:

Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, City of Ithaca Building Code and local zoning ordinance; good knowledge of the building trades and construction sequencing; computer literacy, including knowledge of databases and internet research; ability to understand and interpret complex written material; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with public officials, with building contractors and with the general public; ability to read and interpret plans and specifications; ability to be firm but courteous; ability to successfully work with and serve a diverse local community, including a large campus setting; thoroughness; good powers of observation; tact; good judgment; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Possession of an Associate's Degree in Construction Technology, Civil Engineering or a closely related field with similar course curriculum, and two (2) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in municipal building code enforcement activities; or

B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in municipal building code enforcement activities; or

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

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.

SPECIAL REQUIREMENTS:

A. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

B. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve eighteen months of permanent appointment, and must maintain said certification for the duration of employment.
CODE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The focus of this position is to facilitate and insure the safe construction, rehabilitation, repair and maintenance of new and existing buildings and dwellings. This includes but is not limited to the plan review for and the inspection of factories, warehouses, commercial and business facilities, dormitories, fraternities and sororities, student housing on or off campus, mixed-use buildings, multiple dwellings, and one- and two-family houses. The incumbent must have thorough knowledge of the New York State Uniform Fire Prevention and Building Code, the Multiple Residence Law, the City of Ithaca Building and Housing Codes, Zoning Ordinance, Historic Preservation Ordinance, Flood Plain Development Ordinance and all other applicable land use and building codes. Because of the variety and complexity of the work the incumbent may be required to review and inspect, he or she must be familiar with reviewing large-scale projects and have experience in concrete and steel construction as well as wood frame construction. In addition the incumbent must possess technical expertise in construction methods and practices. This position also requires the inspection of dwellings for compliance with health, safety, and habitability as required by the City of Ithaca’s Housing Code and the Multiple Residence Law. The work is performed under the general supervision of the Senior Plan Examiner. Leeway is allowed for the exercise of independent judgment in carrying out the details. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspects buildings and structures in the process of construction or repair for compliance with approved plans and specifications and recommends all requirements of applicable codes, ordinances and laws, and recommends certification of same;

Enters and inspects existing buildings and structures to determine safe maintenance in compliance with all requirements of applicable codes, ordinances and laws and such specific factors as conditions affecting health and safety, adequacy of size and rooms, light and air, sanitary and heating facilities, fire escapes and other emergency exits and safe fire prevention practices, and recommends certification of same;

Reviews, checks and approves plans and specifications submitted with building permit applications for compliance with the local New York State Uniform Fire Prevention and Building Code, the local zoning ordinance, the local housing code, the New York State Multiple Residence Law, and all other applicable building and land use laws prior to issuing permits;

Explains the requirements and investigates complaints dealing with the requirements of the New York State Uniform Fire Prevention and Building Code, the local zoning ordinance, local housing code, and the New York State Multiple Residence Law, and other applicable laws to building contractors, property owners, and to the general public;

Prepares reports of inspections made and violations found, maintains records, and follows up on violations to assure correction by property owner;

Corresponds with property owners regarding violations of the various codes and laws and the time permitted for correcting deficient conditions;

Assists in prosecuting violations dealing with the New York State Uniform Fire Prevention and Building Code, City Housing Code, Multiple Residence Law, and State Building Construction Code and related laws, codes, and ordinances and prepares reports of inspections made and violations found;

Encourages property owners to improve and rehabilitate their property;
Typical Work Activities - continued

Compiles information and prepares reports for Code variances and rules and regulations amendments;
Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;
Recommends that superiors order the abatement of unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;
Prepares detailed descriptions of buildings and premises;
Recommends issuance of Certificates of Occupancy and/or Compliance;
Reports suspected violations of the local and State building code to appropriate officials;
Prepares appeals for variance for cases being heard before the local Housing Board of Review and Building Code Board of Appeals Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of modern practices, principles, materials and tools used in building construction; thorough knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, local zoning ordinance, City Housing Code, New York State Multiple Residence Law, and related laws, ordinances, and codes; good knowledge of the building trade; good knowledge of the practice of property management; basic knowledge of mathematics as it relates to the duties of the position; excellent reading and writing skills; ability to work independently in the field and to establish and maintain cooperative relationships with others; ability to understand, interpret and apply written regulations; ability to measure and draw scaled floor plans of buildings and interpret plans and specifications; ability to present data clearly and concisely both orally and in writing; ability to follow oral and written instructions; ability to be firm but courteous and tactful; ability to successfully work with and serve a diverse local community; initiative; dependability; good powers of observation; good judgment; thoroughness; excellent physical condition as commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor's Degree in Engineering, Architecture or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or

B. Possession of a Bachelor's Degree and four (4) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or

C. Possession of an Associate's Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and four (4) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
D. Graduation from high school or possession of a high school equivalency diploma, and eight (8) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or

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

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.

SPECIAL REQUIREMENTS:

A. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

B. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve eighteen months of permanent appointment, and must maintain said certification for the duration of employment.
Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 09/07/16
Revised: 08/08/18, 09/07/22, 04/05/22

HOUSING CODE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating and supervising the Building Division’s housing inspection program. Under the general supervision of the Director of Code Enforcement, the Housing Code Supervisor conducts and supervises the inspections of residential properties for compliance with the City of Ithaca Housing Code, the City of Ithaca Zoning Ordinance, the New York State Multiple Residence Law and other applicable codes and ordinances that pertain to the safety, habitability, and occupancy of residential buildings and dwellings in the City of Ithaca. After reviewing the completed inspection report of each property inspected by a City Housing Inspector for compliance with applicable laws and ordinances, the Housing Code Supervisor issues the property owner a Certificate of Compliance, which verifies that the property is in a safe and habitable condition. In addition, the Housing Code Supervisor supports housing inspection staff by answering questions related to the housing inspection processes, in understanding the proper application of various codes and ordinances, and by helping bring problem properties into compliance with housing and land use regulations. The Housing Code Supervisor is also required to conduct housing inspections, to investigate complaints, and to ensure that all housing and inspection reports are appropriately entered and maintained in the Building Division’s database. The duties of the Housing Code Supervisor are supervisory in nature, and while the Housing Code Supervisor has the authority to interpret policy and implement program procedures, the Housing Code Supervisor does not establish departmental policies or create departmental procedures. Supervision is exercised over all housing inspection staff. Does related work as required.

TYPICAL WORK ACTIVITIES:
Provides guidance to Housing Inspectors by answering questions related to codes and ordinances and assisting with the resolution of problem properties in each Housing Inspector’s work territory;
Supervises Housing Inspectors by monitoring their work in the field;
Trains and evaluates the work of new housing inspectors;
Initiates and ensures that corrective action is taken when occupancy, habitability, or use activities do not comply with codes and ordinances;
Provides bi-annual progress reports to gauge inspection output with State inspection mandates;
Reviews all housing inspection reports;
Issues Certificates of Compliance;
Ensures that all housing inspection reports are properly maintained;
Investigates complaints and conducts housing inspections to determine conditions of health and safety and compliance with applicable codes and ordinances;
Prepares a variety of records and reports relevant to inspections made, violations found, and other housing code enforcement activities;
Explains the requirements of various codes and ordinances to property owners, property managers, or occupants;
Enforces codes by communicating with property owners about code violations, providing time frames to correct violations, and negotiating terms and timeliness to achieve compliance;
Encourages property owners to improve or rehabilitate property;
Works with Building Division staff members in recommending remedies for unsafe conditions in existing structures, sends condemnation notices, and posts noncompliant or hazardous structures;
Participates in required code enforcement training;
Assists in data preparation to be used in legal proceedings;
Testifies in court as necessary.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of the City Housing Code, New York State Multiple Residence Law, New York State Building Codes and other laws, codes, and ordinances related to occupancy and habitability; good knowledge of the principles and methods of field inspection; good knowledge of modern practices, principles, materials, and tools used in building construction; working knowledge of the geography of the City of Ithaca; working knowledge of legal procedures used in the enforcement of codes; ability to enforce codes, ordinances, and regulations with firmness and tact; ability to understand and interpret complex oral and written instructions and/or written directions; ability to supervise and evaluate the work of others; ability to teach the application of codes to inspectors; ability to organize and maintain accurate records and files; ability to analyze and organize data; ability to prepare records and reports and to communicate effectively both orally and in writing; ability to interact effectively with the public; ability to effective work with and serve a diverse community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of an Associate’s Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum and four (4) years of full-time paid experience, or its part-time paid equivalent, in municipal or governmental code enforcement activities; or

B. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid equivalent, in municipal or governmental code enforcement activities; or

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

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.

SPECIAL REQUIREMENTS:

1. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve eighteen months of permanent appointment, and must maintain said certification for the duration of employment.

2. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
HOUSING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the inspections of dwellings and housing facilities to determine whether they are maintained in a safe and habitable condition in accordance with the provisions of the City Housing Code, Multiple Residence Law, and other codes and ordinances concerning health and safety of dwellings. This class differs from a Code Inspector in that duties involve inspecting buildings and dwellings for compliance with health and safety standards as required by the City Housing Code, Multiple Residence Law and other laws, codes and ordinances. Activities are conducted both in the office and at inspection sites and can involve exposure to unsanitary housing conditions. The work is performed under the general supervision of departmental superiors with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Enters dwellings and housing facilities to investigate complaints or to determine conditions of health and safety and notes compliance with requirements of all applicable codes;
Conducts inspections of existing buildings for such specific factors as conditions of health and safety, adequacy of room size, light and air, sanitary and heating facilities, fire escapes and emergency exits;
Prepares a variety of records and reports relevant to inspections made, violations found and other housing code enforcement activities;
Explains requirements of the various codes and ordinances to property owners, property managers or occupants;
Enforces code violations by communicating with property owners about violations of codes and time frames permitted to correct violations and negotiates terms and timeliness to achieve compliance;
Encourages property owners to improve or rehabilitate property;
Prepares detailed descriptions of dwellings and premises;
Makes recommendations to remedy unsafe conditions in existing structures and arranges for condemnation notices to owners and builders of improper or hazardous structures;
Participates in required code enforcement training;
Assists with data preparation to be used in legal proceedings;
May be required to testify in court as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of the City Housing Code, New York State Multiple Residence Law, New York State Uniform Fire Prevention and Building Code and other laws, codes and ordinances; good knowledge of modern practices, principles, materials, and tools used in building construction; good knowledge of the principles and methods of field inspection; working knowledge of the geography of the City; working knowledge of the legal procedures used in enforcement of the codes; ability to enforce codes, ordinances and regulations with firmness and tact; ability to understand and interpret complex oral instructions and/or written directions; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to communicate effectively both orally and in writing; ability to deal effectively with the public; ability to effectively work with and serve a diverse local community; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Possession of an Associate's degree in mechanical or construction technology or closely related field and two (2) years of experience as a building contractor, or journey level trades worker, or in the design of buildings or in the inspection of buildings or dwellings for health, safety and compliance with codes; or

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (A); or

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

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.

SPECIAL REQUIREMENTS:

A. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve eighteen months of permanent appointment, and must maintain said certification for the duration of employment.

B. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
PLUMBING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a public officer position responsible for the inspection of all plumbing work within the City of Ithaca as authorized and defined in Section C-60 of the City of Ithaca Charter, Sections 146-4 and 146-24 of the City of Ithaca Administrative Code, and Sections 48 and 49 of the New York State General City Law, and the New York State Uniform Fire Prevention and Building Code. The Plumbing Inspector inspects private and public plumbing installations, and installations to municipal water distribution and wastewater collection systems, to ensure compliance with national, state and local codes. The incumbent also examines and approves plans and specifications for plumbing and drainage installations and alterations, issues permits, investigates complaints and is responsible for the daily administration of plumbing licenses. The Plumbing Inspector also serves on the municipal Board of Examining Plumbers and, in this capacity, drafts policies, procedures and legislation for review and adoption by the Board. The work is performed under the administrative direction of the Board of Examining Plumbers with extensive leeway allowed for the exercise of independent judgment in carrying out the details of the work. Administrative supervision is provided by the Director of Code Enforcement. Does related work as required.

TYPICAL WORK ACTIVITIES:
Inspects all phases of plumbing installation in private and public buildings including underground and above ground inspections;
Inspects grease trap installations, backflow prevention device installations, private manhole or sewage ejector installations and water meter installations;
Reviews and comments on architectural, mechanical and plumbing installation plans and designs and approves or disapproves the plans and designs;
Reviews and comments on plans and designs of connections to the municipal water distribution system and/or the municipal wastewater collection system;
Takes measurements, calculates water demands and wastewater flows, and determines proper pipe sizes and configurations relative to applications for connections to the water and wastewater systems;
Approves or disapproves applications for water/wastewater connections;
Maintains files for all applications and permits for all water and sewer connections and ensures compliance and accuracy in the reporting and dissemination of information relative to these permits;
Enforces state and local codes relative to plumbing installations and water and wastewater connections including providing an explanation of the violation, prescribing a course of corrective action, arbitrating disputed interpretations, providing follow-up inspection to ensure violations have been corrected, and approving or disapproving the corrections;
Reviews plans and engineering reports relative to the installation of devices to prevent cross-contamination of the water supply, approves or disapproves plans, prepares reports and sends reports to the local health department for final approval;
Inspects approved installations of cross-contamination prevention devices subsequent to their initial installation and annually thereafter;
Reviews the design and implementation of grease removal systems, inspects installations, enforces violations to local sewer use ordinances, recommends and follows up on corrective action;
Serves as a member of the Board of Examining Plumbers formulating plumbing rules, licensing and re-licensing plumbers, writing policy statements, drafting legislation and preparing and administering master plumber examinations;
Coordinates work activities with City code inspectors, outside inspectors and other public works employees.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of codes, rules, regulations and ordinances relative to the installation of plumbing and connections to water transmission/distribution systems and connections to a wastewater collection system including codes, rules, regulations and ordinances relative to cross-contamination prevention; thorough knowledge of modern practices, principles, materials and tools used in the plumbing trade; good knowledge of the principles and methods of field inspection; working knowledge of municipal geography; working knowledge of modern office terminology, procedures, equipment and business English; ability to read and interpret architectural and engineering drawings, surveys, maps, plans and specifications; ability to enforce, codes, ordinances and regulations with firmness and tact; ability to understand and interpret complex oral instructions and/or written directions; ability to organize and maintain accurate records and files; ability to analyze and organize data and prepare records and reports; ability to communicate effectively both orally and in writing; ability to perform close, detail work involving considerable visual effort and concentration; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Either:

(a) Possession of an Associate’s degree in construction technology, engineering technology, or closely related field that included 3 semester credit hours in mechanical drawing or drafting and ten (10) years of full-time paid experience, or its part-time paid equivalent, as a journey or higher-level plumber, at least one (1) year of which shall have been as a master plumber; or

(b) Graduation from high school or possession of a high school equivalency diploma including or supplemented by one (1) year of mechanical drawing or drafting and ten (10) years of experience as defined in (a), at least one (1) year of which shall have been as a master plumber; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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.

SPECIAL REQUIREMENTS:

(a) Applicants must obtain a Master Plumber's license and certification from the NYS Department of Health as a back flow prevention tester within one year of appointment.

(b) Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

(c) Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve eighteen months of permanent appointment, and must maintain said certification for the duration of employment.
SENIOR CODE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for facilitating and insuring the safe construction, rehabilitation, repair and maintenance of new and existing buildings, structures, and dwellings. Incumbents conduct inspections and review plans and specifications for new or altered buildings, structures and dwellings, including, but not limited to, factories, warehouses, commercial and business facilities, dormitories, fraternities and sororities, on-campus and off-campus student housing, mixed-use buildings, multiple dwellings and one-family and two-family houses, to work toward and achieve compliance with applicable codes, ordinances and laws governing both physical structure and habitability. The incumbent must have thorough knowledge of the New York State Uniform Fire Prevention and Building Code, the Multiple Residence Law, the City of Ithaca Building and Housing Codes, Zoning Ordinance, Historic Preservation Ordinance, Flood Damage Prevention Ordinance and all other applicable land use and building codes. Because of the variety and complexity of the work the incumbent may be required to review and inspect, the Senior Code Inspector must be familiar with reviewing large-scale projects and have experience in concrete and steel construction as well as wood frame construction. In addition, the incumbent must possess technical expertise in construction methods and practices. This position also requires the inspection of dwellings for compliance with health, safety and habitability as required by the City of Ithaca’s Housing Code and the Multiple Residence Law. The position of Senior Code Inspector is distinguished from that of Code Inspector by more complex work assignments, and greater latitude for independent action and judgment. The work is performed under the general supervision of the Senior Plan Examiner with significant latitude allowed for independent judgment and action in carrying out field assignments. Supervision may be supervised over the work of subordinate inspectors, if assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

Inspect buildings and structures in the process of construction or repair for compliance with approved plans and specifications and recommends all requirements of applicable codes, ordinances and laws, and recommends certification of same;

Enters and inspects existing buildings and structures to determine safe maintenance in compliance with all requirements of applicable codes, ordinances and laws and such specific factors as conditions affecting health and safety, adequacy of size and rooms, light and air, sanitary and heating facilities, fire escapes and other emergency exits and safe fire prevention practices, and recommends certification of same;

Reviews, checks and passes on plans and specifications submitted with building permit applications for compliance with the local New York State Uniform Fire Prevention and Building Code, the local zoning ordinance, the local housing code, the New York State Multiple Residence Law, and the applicable laws prior to issuing permits;

Assists superiors in reviewing property files for Certificates of Compliance;

Explains the requirements and investigates complaints dealing with the requirements of the New York State Uniform Fire Prevention and Building Code, the local zoning ordinance, local housing code, and the New York State Multiple Residence Law, and other applicable laws to building contractors, property owners, and to the general public;

Prepares reports of inspections made, and violations found, maintains records, and follows up on violations to assure correction by property owner;

Corresponds with property owners regarding violations of the various codes and laws and the time permitted for correcting deficient conditions;
Typical Work Activities – continued

Investigates complaints and assists in prosecuting violations dealing with the New York State Uniform Fire Prevention and Building Code, City Housing Code, Multiple Residence Law, and State Building Construction Code and related laws, codes, and ordinances and prepares reports of inspections made and violations found;
Encourages property owners to improve and rehabilitate their property;
Compiles information and prepares reports for the Code variances and rules and regulations amendments;
Provides for removal of illegal or unsafe conditions and secures the necessary safeguards during construction;
Recommends that superiors order the abatement of unsafe conditions in existing structures to be removed and arranges for condemnation notices to owners and builders of improper or hazardous structures;
Prepares detailed descriptions of buildings and premises;
Recommends issuance of Certificates of Occupancy and/or Compliance;
Reports suspected violations of the local and State building code to appropriate officials;
Trains Code Inspectors and Housing Inspectors and provides technical assistance to Code Inspectors and Housing Inspectors;
May act as secretary to the Housing Board of Review and the Building Code Board of Appeals in the absence of superiors;
May be called upon to testify in court as required;
May supervise Code Inspectors and Housing Inspectors, if assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of modern practices, principles, materials and tools used in building construction, including construction involving reinforced concrete, structural steel, and wood frame construction; thorough knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, the City of Ithaca Building and Housing Codes, City of Ithaca Zoning Ordinance, City of Ithaca Historic Preservation Ordinance, Flood Damage Prevention Ordinance, New York State Multiple Residence Law, and related laws, ordinances, and codes; good knowledge of the building trade; good knowledge of the practice of property management; basic knowledge of mathematics as they relate to the duties of the position; ability to work independently in the field and to establish and maintain cooperative relationships with others; ability to understand, interpret and apply written regulations; ability to measure and draw scaled floor plans of buildings and interpret plans and specifications; ability to present data clearly and concisely both orally and in writing; ability to follow oral and written instructions; ability to be firm but courteous and tactful; ability to successfully work with and serve a diverse local community; initiative; dependability; good powers of observation; good judgment; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor's Degree in Engineering, Architecture or a closely related field with similar course curriculum, and four (4) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or
Minimum Qualifications - continued

B. Possession of a Bachelor's Degree and six (6) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or

C. Possession of an Associate's Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and six (6) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities; or

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

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.

SPECIAL REQUIREMENTS:

A. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

B. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve eighteen months of permanent appointment, and must maintain said certification for the duration of employment.
DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position responsible for the review of construction documents and building plans and the supervision of staff engaged in code inspection activities. Under the general supervision of departmental superiors, the Senior Plan Examiner enforces and supervises the enforcement of State and City laws and ordinances related to buildings and land use including but not limited to the New York State Uniform Fire Prevention and Building Code, the New York State Multiple Residence Law, the New York State Energy Code, the City of Ithaca Building and Housing Code, the City of Ithaca Zoning Ordinance, the Historic Preservation Ordinance, the Flood Damage Prevention Ordinance, and the City of Ithaca Sign Ordinance. The Senior Plan Examiner acts as the Secretary to assigned City boards, such as the Building Code Board of Appeals, in the absence of superiors and in conjunction with superiors. The Senior Plan Examiner also provides assistance to the public, contractors, property owners, and tenants in the area of codes, building construction and occupancy issues. The review and approval of construction plans for, and inspection and approval of, all buildings is the responsibility of this position. The duties of the Senior Plan Examiner are supervisory rather than administrative and, while the Senior Plan Examiner possesses the authority to interpret policy and implement departmental procedures, the Senior Plan Examiner does not establish departmental policies or create departmental procedures. Supervision is exercised over code inspection and clerical staff as assigned. Does other related work as required.

TYPICAL WORK ACTIVITIES:
Revises, checks and approves plans and specifications submitted with building permit applications for compliance with building codes, housing code, zoning ordinance, environmental review law, energy code, plumbing and electrical codes, and other applicable life safety codes prior to issuing permits;
Takes corrective action in cases where construction, design, occupancy or use activities do not comply with codes and ordinances;
Inspects or directs the inspection of buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable laws and ordinances;
Issues building permits;
Explains the requirements of the City of Ithaca Building Code, the New York State Uniform Fire Prevention and Building Code, the New York State energy Code, the City of Ithaca Housing Code, the New York State Multiple Residence Law, the City of Ithaca Plumbing Code, the National Electric Code, other life safety codes and local ordinances to the public, contractors, property owners, and all other interested parties;
Inspects existing buildings and structures to insure their conformity with safety standards;
Investigates complaints and assists in preparation of materials for abating violations of the building codes and housing codes;
Maintains records of acts and decisions;
Assists in the preparation of cases for prosecution for violations of codes and ordinances relating to buildings and the use and occupancy of land and buildings;
Testifies in court actions involving building and housing codes;
Assists in the preparation of periodic reports of buildings and structures erected or altered, of permits issues, of fees collected and estimated costs of work covered by such permits for presentations to the Common Council;
Refers inquiries to other public and private agencies or offices for questions outside the jurisdiction of the Planning, Building and Development Department;
Typical Work Activities - continued
Supervises the work of code inspectors, trains staff, and provides input into the hiring and/or evaluation of staff;
Reviews all permit applications before delegating work to the Code Inspectors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of, and the ability to read and interpret, building plans and specifications; thorough knowledge of the modern practices, principles, materials and tools used in building construction, including construction involving reinforced concrete and structural steel; thorough knowledge of the building trades; thorough knowledge of the New York State Multiple Residence Law, the New York State Uniform Fire Prevention and Building Code, the New York State Energy Code, The City of Ithaca Building and Housing Code, Zoning Ordinance, Landmark Preservation Ordinance, and Flood Plain Ordinance; working knowledge of governmental organization and jurisdiction; ability to teach the application of codes to inspectors; computer literacy; excellent reading, writing, and research skills; ability to establish and maintain cooperative and effective relationships with other public officials, building contractors and the public; ability to maintain confidentiality; ability to be firm but courteous; ability to successfully work with and serve a diverse local community; thoroughness; good judgment; good attention to detail; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor’s Degree in Engineering, Architecture, 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 the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; or

B. Possession of a Bachelor’s Degree and seven (7) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; or

C. Possession of an Associate’s Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and seven (7) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; or

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

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.
SPECIAL REQUIREMENTS:

A. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

B. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve eighteen months of permanent appointment, and must maintain said certification for the duration of employment.
DISTRIBUTING FEATURES OF THE CLASS: This is a professional and administrative position responsible for planning, directing and supervising the day-to-day operations and activities of the Building Division under the supervision of the Director of Planning and Development, and the administration and enforcement of State and local laws and ordinances governing the construction, renovation and occupancy of buildings. Under the administrative supervision of the Director of Planning and Development, the Director of Supervisor of Buildings and Code Enforcement enforces and supervises the enforcement of the Building Code of New York State, the Residential Code of New York State, the Fire Code of New York State, the Existing Building Code of New York State, the Mechanical Code of New York State, the Plumbing Code of New York State, the Fuel Gas Code of New York State, the Energy Conservation Code of New York State, the Property Maintenance Code of New York State, the New York State Multiple Residence Law, the City of Ithaca Building Code, the City of Ithaca Housing Code, the City of Ithaca Exterior Property Maintenance Ordinance, the City of Ithaca Flood Damage Prevention Ordinance, the City of Ithaca Zoning Ordinance and related codes, ordinances and standards governing the design, construction, alteration, repair, maintenance, use, occupancy, removal and demolition of buildings and structures. The Director of Supervisor of Buildings and Code Enforcement reviews applications for building permits, certificates of occupancy and certificates of compliance along with their supporting documentation, makes determinations regarding compliance with relevant codes and ordinances, and facilitates projects by guiding contractors and property owners toward solutions that comply with applicable codes and ordinances. The Director of Supervisor of Buildings and Code Enforcement also assists contractors, property owners, landlords, tenants and the public in understanding building construction, renovation and occupancy requirements. The Director of Supervisor of Buildings and Code Enforcement serves as staff support to assigned boards, such as the Board of Appeals on Building Code, Housing Board of Review and/or Examining Board of Electricians. The work is performed under the administrative supervision of the Director of Planning and Development with considerable latitude allowed for the exercise of independent judgment. Supervision is exercised over the work of division staff, including inspection and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and approves or disapproves applications for building permits, certificates of occupancy and certificates of compliance, and the plans, specifications and construction documents submitted with such applications, for compliance with state and municipal building, housing and life safety codes applicable to building construction, renovation and occupancy;
Issues building permits, certificates of occupancy and certificates of compliance;
Inspects or directs the inspection of buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable laws and ordinances;
Takes corrective action in cases where construction, design, occupancy or use activities do not comply with codes and ordinances;
Supervises, trains and evaluates assigned staff;
Orders unsafe conditions in existing structures to be removed, and arranges condemnation notices to owners and builders of improper or hazardous structures;
Investigates complaints and assists in preparation of materials for abating violations of building codes; and housing codes;
Typical Work Activities (continued):

Explains the requirements of state and municipal building, housing and life safety codes that regulate building construction, renovation and occupancy to the public, contractors, property owners, landlords, tenants and other interested parties;
Assists the Director of Planning and Development in rewriting codes and ordinances to improve effectiveness and in presenting such changes to the appropriate boards and committees;
Provides professional and technical advice and/or serves as support staff to the Board of Appeals on Building Code, the Housing Board of Review, and/or the Examining Board of Electricians as needed or assigned;
Assists in the preparation of cases for prosecution for violations of codes and ordinances; testifies in court as needed;
Suggests changes for providing better code enforcement in the community;
Prepares and oversees the preparation of a variety of narrative and statistical reports, including activity reports and fee reports;
Participates in the preparation and presentation of the Planning Department's annual budget;
Attends a variety of meetings as City representative on issues related to code enforcement;

Full Performance Knowledge, Skills, Abilities, Personal Characteristics:

Thorough knowledge of the requirements of state and local laws and ordinances pertaining to building construction and alteration, occupancy and habitability, including the Building Code of New York State, the Residential Code of New York State, the Fire Code of New York State, the Existing Building Code of New York State, the Mechanical Code of New York State, the Plumbing Code of New York State, the Fuel Gas Code of New York State, the Energy Conservation Code of New York State, the Property Maintenance Code of New York State, the New York State Multiple Residence Law, the City of Ithaca Building Code, the City of Ithaca Housing Code, the City of Ithaca Exterior Property Maintenance Ordinance and the City of Ithaca Flood Damage Prevention Ordinance; thorough knowledge of modern practices, principles, materials, tools and terminology used in building construction, including construction involving reinforced concrete and structural steel; thorough knowledge of the building trades; ability to supervise, direct and train subordinate personnel; ability to read and interpret plans and specifications; ability to prepare and interpret complex written materials, including legal regulations; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships with public officials, contractors, property owners and the general public; ability to teach the application of codes to inspectors; ability to be firm but courteous; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

Minimum Qualifications:

A. Possession of a Bachelor's Degree in Engineering, Architecture, 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 the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities, at least two (2) years of which must have been in a supervisory capacity; or

B. Possession of an Associate's Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and seven (7) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities, at least two (2) years of which must have been in a supervisory capacity; or
Minimum Qualifications – continued

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above. Please note that this means that the minimum academic requirement is at least an Associate’s Degree, the minimum experiential requirement is at least five (5) years of code enforcement or construction project management experience, and the minimum supervisory experiential requirement is at least two (2) years of supervisory experience in one of the qualifying experiential fields.

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.

SPECIAL REQUIREMENTS:

A. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

B. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve eighteen months of permanent appointment, and must maintain said certification for the duration of employment.
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) Possession of 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).

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.
**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>Division</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Belle Sherman Elementary School</td>
<td>501 Mitchell St.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Description of Duties:</th>
<th>see attached</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administrative Assistant</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>see attached</td>
</tr>
</tbody>
</table>

(Attach additional sheets if more space is needed)

<table>
<thead>
<tr>
<th>3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Jeffrey Tomazik</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Names and Titles of Persons Supervised by Employee in this position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>Katherine Alfaro</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Katie Everhart</td>
</tr>
<tr>
<td>Lisbon Gervais</td>
</tr>
<tr>
<td>Lawrence Cutler</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. What minimum qualifications do you think should be required for this position?</th>
</tr>
</thead>
</table>

| Education: | High School | 4 Years |
|           | College     | 21/2 Years, with specialization in |
|           |             | Office management |

<table>
<thead>
<tr>
<th>Experience:</th>
<th>(list amount and type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4+ years</td>
<td></td>
</tr>
</tbody>
</table>

Essential knowledges, skills and abilities:

accounts payable, customer service, writing, knowledge and experience with children and
interpersonal/communication skills, computer.
7. Type of license or certificate required:

Date: 2/17/10
Title: Principal Bills

Signature: [Signature]

Certificate of Civil Service Commission

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

Title: 
Jurisdictional Classification: 

Date: 
Signature: 

Return One Completed Copy to Civil Service Commission
Civil Service Administrative Assistant Position
Belle Sherman Elementary School

Clerical Office Support (60%)

- Maintain principal's calendars and schedule appointments and meetings when needed
- Set up appointments for goals, observations, and evaluations for teaching staff
- Process observations and evaluations and tenure reports (including proofreading)
- Draft email and written correspondence for the principal and assist in proofreading and editing correspondence and reports
- Assist the attendance clerk and complete attendance responsibilities when required
- Maintain updated class lists and student information in SchoolTool
- Track students entering or exiting the school and related database upkeep and also coordinate with other schools and the registrar’s office to send and receive student records
- Prepare August bulk mailing including classroom assignment letters
- Set up May kindergarten registration appointments and prepare information packets
- Assist the PTA with preparation of the school’s directory and its various fundraising events and school picture day
- Process field trip requests and coordinate with teachers, venues, and the transportation department
- Maintain building calendar and building use requests with the principal and head custodian
- Track staff attendance and enter absences into WinCap
- Order new keys and make key transfers
- Compile and distribute the staff handbook and the family/student handbook
- Order state tests and assist with organizing testing schedules, rosters, staffing, and accommodations in the online testing system
- Secure teacher subs for CSE/RTI meetings and para subs, as needed and assist in arranging classroom coverage when the principal is absent
- Enter staff meeting attendance into the Frontline computer program
- Order paper and toner for the copy machines, (both buildings) call for repair service

Public Communication (20%)

- Answer phones, take messages, transfer calls from parents and caregivers and local agencies including legal personnel - be able to use courtesy, tact and judgment when handling complicated situations and know when to offer assistance and answer questions and when to refer matters to appropriate personnel such as the principal and/or social workers. Understand and adapt communication to meet the needs of international ENL (English-as-a-new-language) families. Confidentiality is extremely important
- Assist all school personnel, students, parents, visitors, and subs in a welcoming manner (see above)
- Assist the transportation department with communication and unexpected situations
• Send email, voicemail, and text communications to families through the School Messenger program

Accounts Payable (10%)

• Track the school budget, work with principal to choose budget codes, and assist in planning future budgets for extended day projects, school events, and field trips
• Purchase supplies for the school and classrooms and coordinate staff purchases through the BID ordering system
• Prepare purchase requests and coordinate payment of items or events with BOCES enrichment, grants, CBO, PTA, or other means and assist in coordinating with field trip venues, vendors, and visiting groups and artists.
• Process staff timesheets for with correct budget codes and salaries

State Reports (5%)

• Assist principal in preparing state reports (BEDS, SSEC, ERP)

Emergency Response (5%)

• Participate in continual updating of the school’s emergency response plan with the school safety team
• Assist the nurse in minor student safety and first aid situations
• Assist in providing first response communication with other safety team members in emergency situations
• Assist the transportation department in emergency situations
**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.

---

1. **Department**  
   South Hill Elementary

2. **Division**  
   Elementary

3. **Location of Position**  
   520 Hudson St

4. **Description of Duties:**  
   **Job Title:** Administrative Assistant

5. **Percent of Work Time**  
   100%

6. **Job Duty:**  
   - 

(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>Perry Gorgon</td>
<td>School Principal</td>
<td>District</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>School Secretary</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></td>
<td>Administrative Assistant Finchel</td>
<td>520 Hudson St</td>
</tr>
<tr>
<td></td>
<td>Administrative Assistant JMM</td>
<td>520 Hudson St</td>
</tr>
<tr>
<td></td>
<td>Administrative Assistant Dowett</td>
<td>520 Hudson St</td>
</tr>
</tbody>
</table>

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

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

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

   **Essential knowledges, skills and abilities:**
7. **Type of license or certificate required:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/2/20</td>
<td>Sam Hill Principal</td>
<td>[Signature]</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>
<th>Jurisdictional Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return One Completed Copy to Civil Service Commission
Administrative Assistant

Clerical 55%
- General office duties: answer the phone; read and respond to emails; accept deliveries
  maintain and order office supplies.
- Send and receive files for students incoming and leaving the district. Follow up with
  schools to make sure files have been accepted.
- Maintain records of absences for staff
- Work with staff on procedures and changes within the district
- Ordering state testing for students in grades 3-5
- Sending the finished state testing to the appropriate department
- Scheduling announced and unannounced observations for staff
- Scheduling post observations
- Schedule parent meeting with the principal
- Prepare sub's plans for when teachers are absent.
- Manage direct supervisors' calendar

Financial Support 35%
- Using Wincap web attendance for staff
- Sending in signed attendance sheets to payroll
- Maintaining timesheets for staff and making sure the budget codes and times filled out
  are correct
- Sending timesheets in a timely manner so staff are able to be paid on time creating
- Maintaining purchase orders for school supplies and school furniture
- Send POs to vendors and follow up with the vendor to make sure that the items ordered
  are received in a timely manner.
- Maintain spreadsheet for textbooks and school supplies.
- Send purchase orders to be paid
- Maintain school budget with encumbrance detail
- Order school supplies for the entire school during the summer.

Miscellaneous 10%
- Manage frontline for staff
- Use Master library for requesting building use.
- Using Master Library for ordering keys.
6. What minimum qualifications do you think should be required for this position?

**Education:**

- High School four years

**Experience:**

- Four years of clerical, administrative or office management experience
- Maintaining electronic records in a database or spreadsheet application

**Essential Knowledge, skills and abilities:**

- Proficient with Google applications: Gmail, Docs, Sheets, Slides. Microsoft Word Doc, Excel spreadsheets
- Ability of keeping financial accounts and records; prepare budgets; communicate effectively both orally and in writing; to follow complex oral and written instructions.
Civl 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 appropirate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978.

1. Department: Boynton Middle School  
   Division:  
   Location of Position: 101 N. Cayuga St.

2. Description of Duties:  
   Job Title: Administrative Assistant  
   Percent of Work Time:  
   Job Duty:  

(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>Lauren Wright</td>
<td>Principal</td>
<td>Building</td>
</tr>
<tr>
<td>Dan McGinnis</td>
<td>Associate Principal</td>
<td>Building</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>TBD</td>
<td>Administrative Assistant</td>
<td>Dewitt</td>
</tr>
<tr>
<td>TBD</td>
<td>Administrative Assistant</td>
<td>Facilities</td>
</tr>
<tr>
<td>Emily Smith</td>
<td>Administrative Assistant</td>
<td>Athletics</td>
</tr>
</tbody>
</table>

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

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

   Experience: (list amount and type)  

   Essential knowledge, skills and abilities:
7. Type of license or certificate required:
   Date: 2/17/23  Title: Principal  Signature: [Signature]
   Certificate of Civil Service Commission

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

   Title: ____________________________
   Jurisdictional Classification: ____________________________

   Date: ____________________________  Signature: ____________________________

Return One Completed Copy to Civil Service Commission
Clerical Support 65 %

Responsible for building and substitute attendance using AESOP and WinCap computer programs
Schedule and coordinate teacher observations that are maintained on a google doc
Schedule other meetings as necessary for the building principal
Maintain and update a bulletin board of ICSD job postings
Answer phone and answer questions from students, staff and parents.
Check and post student attendance, prepare student suspensions in the School Tool computer program
Ordering supplies for teachers using DCMO BOCES requisition program
Ordering of paper for the school
Enter school field trips into the program Tripfinder.
Use the program Viewfinder to access students bus information
Set up staff and department meetings and then post attendance all in Front line.
Order supplies for building copiers.

Accounting and Financial Support 35 %

Compile deposits, write checks and post them correctly for 20 student activity club accounts, using the EPES Accounting program
Do bank reconciliations each month in the EPES accounting program.
Yearly do end of the year maintenance and run all appropriate reports to have ready for the summer audit.
Quarterly do sales tax for student activity club accounts which is done on the NYS Tax Website and then post to the appropriate Student Activity club accounts.
Help enter purchase orders.
Review and code time sheets for staff and building substitutes for principal’s signature
Review and code staff time sheets for extracurricular and extended day assignments for principal’s signature
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) Possession of 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).

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.
DIRECTOR OF SUSTAINABILITY

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position responsible for launching, organizing and coordinating directing the City of Ithaca in an organizational transformation initiative to meet the goals of the City’s sustainability and climate justice goals, programs and initiatives. Green New Deal. The Director of Sustainability is the central point person responsible for overseeing the City’s Climate Action Plan and energy sustainability initiatives. The incumbent identifies and coordinates interdepartmental efforts to identify, plan, finance, and implement strategies to reduce greenhouse gas consumption and emissions, and benchmarks progress towards the City’s goal for carbon neutrality goals by 2030. The Director of Sustainability serves as the City’s lead advisor on energy sustainability issues and collaborates with department heads, local governments, state agencies, and public interest groups to achieve the goals outlined in the City’s Green New Deal. Knowledge of sustainability topics such as climate change and adaptation, greenhouse gas emissions, transportation alternatives, waste reduction, sustainable food systems, water protection, and other localized environmental and economic stressors is essential. The incumbent must also have a deep commitment to environmental justice and for advancing social equity through environmental stewardship, public health, and sustainable urban development. The Director of Sustainability must be a champion for equity and sustainability and must be able to highlight these as core institutional values and considered in every decision made by the City. The work is performed under the general direction of the Director of Planning and Development, in accordance with established City goals, with considerable leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over the work of professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Orchestrates and supervises the implementation of the City’s sustainability and climate justice goals, programs and initiatives; Green New Deal;

Leads the development of a Climate Action Plan for City government operations and for the community as a whole;

Identifies and develops programs to reduce vehicle miles traveled and make the transportation system in the community more energy efficient, including supporting departmental compliance with the City’s Policy for Green Fleets;

Identifies, evaluates, and seeks resources for, and implements measures and strategies to lower GHG emissions, increase energy efficiency, reduce energy consumption, and expand use of renewable energy in City operations, including the development of applications for funding to advance the City’s climate change and energy sustainability initiatives;

Leads and Coordinates interdepartmental efforts to implement the goals of the City’s Green New Deal and the City’s Climate Action Plan, including the implementation of departmental energy plans and other measures to reduce Green House Gas emissions, energy consumption and energy costs;

Identifies and sets priorities for actions based on short term solutions where the City can make the most immediate gains, and develops a long-term timeline identifying strategies for actions, including a capital program that will help the City advance its goals for carbon neutrality by 2030;

Develops policy proposals in identified priority areas, such as amendments to the Municipal Code to support energy conservation, renewable energy and other green building code requirements and incentives, green purchasing polices for City operations, etc.;

Supervises, trains, develops and evaluates subordinate personnel;
Typical Work Activities – continued

Analyzes staffing needs for sustainability initiatives and makes recommendations; delegates work to professional staff as appropriate; coordinates appropriate training for energy-related job duties; engages external consultants and interns as needed to accomplish identified tasks in the City’s Green New Deal;

Creates and implements training programs for City staff, volunteer boards and commissions, and elected officials in the implementation of green building codes and related sustainability initiatives;

Supervises the collection of data to update the City’s Greenhouse Gas Inventory;

Leads the creation and implementation of a Green Building Policy for existing buildings;

Drafts updates and revisions to the Local Action Plan and similar City policies and documents for consideration by Common Council;

Advocates and facilitates community-wide energy reduction strategies, programs and projects;

Represents the City on sustainability and energy efficiency matters at area and regional meetings;

Coordinates and monitors the City’s energy performance contract(s);

Prepares reports on operations and activities; recommends improvements and modifications;

Prepares periodic status reports and special budgetary, narrative and statistical reports as appropriate;

Supervises the preparation of applications for federal, state and other grants and represents the City in negotiations with granting agencies;

Attends and participates in Board, Council and Committee meetings as needed as the City representative on energy and social justice projects, grants and other related projects and programs;

Consults, coordinates and collaborates with the other divisions of the department, other City departments, elected officials, other units of government and other City organizations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, techniques and terminology involved in climate change and global environmental sustainability initiatives, such as adaptation, greenhouse gas emissions, energy efficiency and renewable energy technologies, transportation alternatives, waste reduction, sustainable food systems, water protection, and other localized environmental and economic stressors; thorough knowledge of best practices in green technology and building construction, mechanical systems, energy, lighting and similar sustainability initiatives; working knowledge of current methods for collecting, analyzing and interpreting statistical data; working knowledge of research methods and techniques; strong interpersonal, written and oral communication skills; ability to make professional judgments requiring advanced technical knowledge and skills; ability to gather, interpret and analyze statistical data; ability to design and evaluate the effectiveness of energy reduction and GHG emission reduction programs; ability to communicate ideas and interact effectively with community groups and others; ability to prepare clear and accurate reports and to make oral and written presentations of ideas; ability to plan and supervise the work of others; ability to manage relationships among elected officials, municipal staff, volunteers, and the general public; ability to energize the community around finding solutions to the climate emergency; ability to successfully work with and serve a diverse local community; a deep commitment to environmental justice and to advancing social equity through environmental stewardship, public health, and sustainable urban development; physical condition commensurate with the demands of position.
MINIMUM QUALIFICATIONS:

A. Possession of a Master's Degree in engineering, architecture, environmental science, business management, public administration, urban and regional planning or a related field with similar course curriculum and five (5) years full-time paid professional experience, or its part-time paid professional equivalent; or

B. Possession of a Bachelor's Degree in engineering, architecture, environmental science, business management, public administration, urban and regional planning or a related field with similar course curriculum and seven (7) years full-time paid professional experience, or its part-time paid professional equivalent; or

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

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.
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>GIAC</td>
<td></td>
<td>301 W. Court St.</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:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Initiatives Program Coordinator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Oversees all aspects of GIAC’s special events</td>
</tr>
<tr>
<td></td>
<td>- Develops and implements a specific, comprehensive strategic plan to ensure that all GIAC special events are implemented successfully</td>
</tr>
<tr>
<td></td>
<td>- Supervises staff teams associated with each special event</td>
</tr>
<tr>
<td></td>
<td>- Develops budgets for each event</td>
</tr>
<tr>
<td></td>
<td>- Researches, identifies and applies for local, state and federal grants and sponsorship to support special events</td>
</tr>
<tr>
<td></td>
<td>- Manages all local, state and federal grants and other financial sponsorship received for timely reporting and accurate spending, and meets proposed outcomes</td>
</tr>
<tr>
<td></td>
<td>- Develops and maintains ongoing relationships with community partners and agencies for participation in GIAC special events</td>
</tr>
<tr>
<td></td>
<td>- Creates and manages a pipeline for volunteers and participates in hiring seasonal staff or interns for special events</td>
</tr>
<tr>
<td></td>
<td>- Prepares/Coordinates and manages accessible public information and marketing materials, both written and oral presentations, to promote the special events</td>
</tr>
<tr>
<td></td>
<td>- Develops, administers and analyzes methods and procedures to monitor and evaluate programs effectiveness and performance improvement</td>
</tr>
<tr>
<td>40</td>
<td>Serves as GIAC School-Aged Child Care (SACC) Program Director</td>
</tr>
<tr>
<td></td>
<td>- Interviews, hires, supervises and trains program staff for the Youth Program</td>
</tr>
<tr>
<td></td>
<td>- Ensures all OCFS compliance documents, staff trainings, background checks, vaccination, classroom management regulations and others requirements are up-to-date and applied appropriately</td>
</tr>
<tr>
<td></td>
<td>- Attends SACC Directors’ meetings and trainings</td>
</tr>
<tr>
<td></td>
<td>- Oversees staff, participant and facility COVID protocols and reporting</td>
</tr>
<tr>
<td></td>
<td>- Supervises staff managing the RecDesk registration and communication system</td>
</tr>
<tr>
<td></td>
<td>- Supplies are ordered, meals are prepared and served as required</td>
</tr>
<tr>
<td></td>
<td>- Researches, identifies and applies for local, state and federal grants and other funding for the program</td>
</tr>
<tr>
<td></td>
<td>- Manages the budget for the program, ensuring that reports for grants and other funders are completed accurately, submitted on time, and meets proposed outcomes</td>
</tr>
<tr>
<td></td>
<td>- Oversees SACC program development and collaborations</td>
</tr>
<tr>
<td>10</td>
<td>Coordination support for GIAC Staff and Financial Development</td>
</tr>
<tr>
<td></td>
<td>- Works with the GIAC Director and other Administrators to support financial development and staff development plans</td>
</tr>
<tr>
<td></td>
<td>- Supports overall department growth and development</td>
</tr>
<tr>
<td></td>
<td>- Manages GIAC’s membership and involvement in the National Recreation and Parks Association</td>
</tr>
</tbody>
</table>

March 25, 2023

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>Leslyn McBean-Clairborne</td>
<td>GIAC Director</td>
<td>Direct</td>
</tr>
<tr>
<td>Travis Brooks</td>
<td>Deputy GIAC Director</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>
<tbody>
<tr>
<td>Brandon Bliss</td>
<td>GIAC Program Coordinator</td>
<td>Working</td>
</tr>
<tr>
<td>Vivian Sierra</td>
<td>GIAC Program Leader</td>
<td>Working</td>
</tr>
<tr>
<td>Joseph Stocks</td>
<td>GIAC Program Coordinator</td>
<td>Working</td>
</tr>
<tr>
<td>Courtney McGuire</td>
<td>GIAC Program Leader</td>
<td>Working</td>
</tr>
<tr>
<td>Jacqueline Greene</td>
<td>GIAC Program Leader</td>
<td>Working</td>
</tr>
<tr>
<td>PJ Rausch Moran</td>
<td>GIAC Program Assistant</td>
<td>Working</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: 2 Years, with specialization in Human Services/Education/Recreation

**Experience:** (list amount and type)
Two years managing and supervising staff; Two years event planning; experience working with very diverse populations

**Essential knowledges, skills and abilities:**
Technical writer, grant writing, conflict management, organization and prioritization, time management, knowledge of community and resources

**Type of license or certificate required:**
N/A

7. **The above statements are accurate and complete.**

**Date:** 01/23/23  **Title:** GIAC Director  **Signature:** Leslyn McBean-Clairborne

---

**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:**

March 25, 2023
GIAC PROGRAM COORDINATOR – SPECIAL INITIATIVES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating, implementing and overseeing community special events at the Greater Ithaca Activities Center (GIAC). The incumbent has primary responsibility for all elements that lead to the successful completion of each event, including planning, staffing, budgeting, funding, and public relations. The GIAC Program Coordinator – Special Initiatives also serves as the School-Aged Child Care (SACC) Program Director. In this role, the incumbent is administratively responsible for ensuring that all staff, programming, and facilities meet the regulations established by the New York State Office of Children and Family Services (OFCS) for licensed after-school programs. The GIAC Program Coordinator – Special Initiatives may also be assigned other programs or initiatives to support and enhance GIAC’s organizational growth and effectiveness. The work is performed under the general supervision of the GIAC Director or Deputy GIAC Director, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Direct supervision may be exercised over the work of GIAC Program Leaders, GIAC Program Assistants, seasonal staff, volunteers and student interns; working supervision may be exercised over additional staff during special events. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements a comprehensive strategic plan to ensure the successful implementation of GIAC special events;
Supervises staff teams associated with each special event;
Develops and manages budgets for each special event;
Develops and maintains ongoing relationships with community partners and agencies for participation in GIAC special events;
Develops and manages a pipeline for volunteers, and participates in hiring seasonal staff or interns for special events;
Prepares and disseminates accessible public information and marketing materials to promote special events;
Develops, administers and analyzes methods and procedures to monitor and evaluate program effectiveness and performance improvement;
Serves as GIAC School-Aged Child Care (SACC) Program Director;
Oversees the hiring and training of School-Aged Child Care (SACC) Program staff to ensure compliance with OCFS regulations;
Ensures all OCFS compliance documents, staff trainings, background checks, vaccination requirements, health protocols, classroom management regulations, and other requirements are up-to-date and implemented appropriately;
Attends SACC Directors’ meetings and trainings;
Oversees SACC program development and collaborations;
Researches, identifies and applies for local, state and federal grants and sponsorship to support special events and assigned programs;
Manages local, state and federal grants and other financial sponsorship received for timely reporting, accurate spending, and success in meeting proposed outcomes;
Supervises staff utilizing and managing registration and communication systems;
Works with the GIAC Director and other administrators to support the financial development of GIAC and staff development plans;
Manages GIAC’s membership and involvement in the National Recreation and Parks Association.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of the concepts, principles, practices, methods, and techniques related to event planning and management; good knowledge of the New York State Office of Children and Family Services regulations, policies, guidelines and procedures governing licensed after-school programs; good knowledge of the principles, practices and techniques of program planning and analysis; good knowledge of community partners and resources available for implementation of programs directed to participant groups with diversified interests and cultural backgrounds; working knowledge of governmental budgetary procedures; working knowledge of public information and public relations techniques; strong organizational skills; strong technical writing and grant writing skills; effective conflict management skills; ability to plan, organize, implement and promote multicultural community events; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to understand and interpret complex oral instructions and/or written directions; ability to prepare and deliver presentations in a clear, concise and articulate manner; ability to communicate effectively both orally and in writing; ability to establish rapport with people of all ages, diversified interests and cultural backgrounds; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of an Associate's degree (or higher) in child development, elementary education, recreation, physical education, or a closely related field with similar course curriculum and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working directly with children less than 13 years of age, including at least one year in a supervisory capacity in a child care program or related field of work; or

B. Possession of an Associate's degree (or higher) in human services, sociology, psychology, social work, counseling, education, or a closely related field, with at least eighteen (18) credit hours in child development, elementary education, recreation or physical education, and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working directly with children less than 13 years of age, including at least one year in a supervisory capacity in a child care program or related field of work; or

C. Graduation from high school or possession of a high school equivalency diploma and possession of a New York State Children’s Program Administrator Credential, a New York State School-Age Child Care Credential, or similar credential recognized by the New York State Office of Children and Family Services, and two (2) years of full-time paid experience, or its part-time and/or volunteer equivalent, working directly with children less than 13 years of age, including at least one year in a supervisory capacity in a child care program or related field of work; or

D. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

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.