CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

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

AGENDA

Approval of Minutes

New Business

1. New Position Duties Statement and Adoption of Job Description: DPW – Manager of Parking and Commons Operations
2. New Position Duties Statement: IFD - Administrative Coordinator
3. New Position Duties Statement and Adoption of Job Description: City Manager
4. Authorization to Direct Public Hearing

Old Business

1. New Position Duties Statement and Adoption of Job Description: ICSD – Executive Chef

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
May 3, 2023

Commissioners Present: Commissioner Abrams
Commissioner Thompson

Excused: Commissioner Richardson

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

Commissioner Abrams called the meeting to order at 12:44 PM.

APPROVAL OF MINUTES

Commissioner Thompson made a motion to approve the minutes from the April 5, 2023 meeting. Seconded by Commissioner Abrams. Motion carried 2-0.

NEW BUSINESS

New Position Duties Statement and Adoption of Job Description: DPW – Working Supervisor - Stormwater

The Commission reviewed and discussed a New Position Duties Statement from DPW and the proposed job description for Working Supervisor - Stormwater. Commissioner Thompson made a motion to classify the position as Working Supervisor - Stormwater and adopt the job description as proposed. Seconded by Commissioner Abrams. Motion carried 2-0.

Authorization to Direct Public Hearing: Addition of Working Supervisor – Stormwater to the Non-Competitive Class

Commissioner Abrams made a motion to direct a public hearing for Wednesday, May 31, 2023 at 11:30 am for the purpose of amending Appendix B – Non-Competitive Positions of the City of Ithaca Civil Service Rules by adding the title of Working Supervisor – Stormwater to the non-competitive class. Seconded by Commissioner Thompson. Motion carried 2-0.

Change in Title: Human Resources Recruitment Specialist to Talent Acquisition Specialist

The Commission discussed the request to change the title of the Human Resources Recruitment Specialist position to Talent Acquisition Specialist. The new title more accurately describes the position and should be better able to attract candidates with the needed skill sets. Commissioner Thompson made a motion to change the title of Human Resources Recruitment Specialist to Talent Acquisition Specialist. Seconded by Commissioner Abrams. Motion carried 2-0.
Deletion of Special Requirement: GIAC Program Assistant

The Commission reviewed and discussed a request to delete the driver license requirement for GIAC Program Assistant. Driving a City vehicle is not an essential duty of the position. Commissioner Abrams made a motion to remove the driver license requirement for GIAC Program Assistant. Seconded by Commissioner Thompson. Motion carried 2-0.

Addition of Special Requirement: GIAC Program Coordinator – Special Initiatives

The Commission reviewed and discussed a request to add a NYS Class D driver license requirement for GIAC Program Coordinator – Special Initiatives. Driving a City vehicle is an essential duty of the position. Commissioner Abrams made a motion to add a NYS Class D (or equivalent) driver license requirement for GIAC Program Coordinator – Special Initiatives. Seconded by Commissioner Thompson. Motion carried 2-0.

Revision of Special Requirements – Police Officer

The Commission reviewed and discussed a request to update the special requirements for Police Officer to reflect recent changes to New York State Civil Service Law and New York State Military Law. The changes include a requirement for a pre-employment psychological evaluation, and an increase in the military age deduction. Commissioner Thompson made a motion to update the special requirements to the following:

“ADDITIONAL SPECIAL REQUIREMENTS:

1. Candidates must meet all requirements for the appointment of Police Officers which are prescribed in Section 58 of the NYS Civil Service Law, including the following:

   AGE: Candidates must be not less than twenty (20) years of age as of the date of appointment, nor more than thirty-five (35) years of age as of the date of the written examination. Time spent on military duty or terminal leave, not exceeding a total of seven (7) years, may be subtracted from the age of any applicant who has passed his or her thirty-fifth birthday, as provided for in Section 243.10(a) of New York State Military Law.

   MEDICAL AND PHYSICAL FITNESS STANDARDS: Candidates must meet the medical, psychological fitness, and physical fitness requirements prescribed by the Municipal Police Training Council.

2. Candidates must meet all requirements for the appointment of Public Officers which are prescribed in Sections 3 and Section 30 of the NYS Public Officer Law, including the following:

   CRIMINAL RECORD: Conviction of a felony will bar candidates from appointment, and conviction of a misdemeanor may bar candidates from appointment.

   CITIZENSHIP: Candidates must be a United States Citizen at the time of appointment.
Seconded by Commission Abrams. Motion carried 2-0.

New Position Duties Statement and Adoption of Job Description: Payroll Supervisor

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District and the proposed job description for Payroll Supervisor. Commissioner Thompson made a motion to classify the position as Payroll Supervisor and adopt the job description as proposed. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement: ICSD – Payroll Coordinator (2)

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District for two new positions. Commissioner Thompson made a motion to classify both positions as Payroll Coordinators. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement and Adoption of Job Description: Food Service Couriers (2)

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District for two new positions and the proposed job description for Food Service Courier. Commissioner Thompson made a motion to classify both positions as Food Service Couriers and adopt the job description as proposed. Seconded by Commissioner Abrams. Motion carried 2-0.

Authorization to Direct Public Hearing: Addition of Food Service Couriers to the Non-Competitive Class

Commissioner Thompson made a motion to direct a public hearing for Wednesday, May 31, 2023 at 11:30 am for the purpose of amending Appendix B – Non-Competitive Positions of the City of Ithaca Civil Service Rules by adding the title of Food Service Couriers to the non-competitive class. Seconded by Commissioner Abrams. Motion carried 2-0.

New Position Duties Statement and Adoption of Job Description: Executive Assistant for Athletics

The Commission reviewed and discussed a New Position Duties Statement from the Ithaca City School District and the proposed job description for Executive Assistant for Athletics. Commissioner Abrams made a motion to classify the position as Executive Assistant for Athletics and adopt the job description as proposed. Seconded by Commissioner Thompson. 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:
REQUEST TO ACCEPT LATE APPLICATION

Commissioner Abrams made a motion to accept a late application for Administrative Assistant Exam #68-926. Seconded by Commissioner Thompson. Motion carried 2-0.

CONTINUING BUSINESS

Approval of Rosters of Candidates for Examination

Commissioner Thompson made a motion to approve the Rosters of Candidates for Examination listed below. Seconded by Commissioner Abrams. Motion carried 2-0.

  Administrative Assistant #68-926
  Administrative Assistant (ICSD) #75-579
  Administrative Assistant (IPD) #78-508
  Office Manager #63-754
  Office Manager #71-431

Establishment of Eligible Lists

Commissioner Abrams made a motion to establish the eligible lists specified below for the time period indicated. Seconded by Commissioner Thompson. Motion carried 2-0.

  Firefighter #68-336 (2 years)
  Police Records Supervisor #78-355 (1 year)
  Police Support Specialist #67-015 (1 year)

Approval of Personnel Transactions

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

The next Civil Service Commission meeting will be held Wednesday, May 31, 2023 at 11:30 am. With no further business, the meeting was adjourned at 1:10 pm.
MEMORANDUM

Date: June 7, 2023

To: Civil Service Commission
    Common Council

From: Michael Thorne, Superintendent of Public Works

Subject: Creation of “Manager of Parking and Commons Operations” Position

Dear Civil Service and Council Members,

In 2013, the Parking Division was created to consolidate various parking functions performed by different City departments into one organization, led by a new Director of Parking position. When the new Ithaca Commons was built in 2015, the Parking Division took on additional personnel and responsibilities for repair and maintenance of the Commons, and to support activities on the Commons.

The Parking Division has operated well since its inception, but it has been challenging to find a person with the numerous skillsets envisioned when the Director of Parking position was created. After 10 years of having a Parking Division, and after three Directors have come and gone, we now have a better sense of the experience and skills needed for the person in this managerial position, as well as the scope of responsibilities and level of supervision required to run the division.

The new position of Manager of Parking and Commons Operations will be more focused on daily repair, maintenance, and operations of our existing facilities and less focused on strategic planning of our parking systems. The person in the position will provide support to Planning and Engineering, but not take the lead. Instead, the successful candidate will ensure that parking and Commons operations run smoothly, take care of immediate issues, notify the Engineering Division for needed capital repairs, and keep up to date on new parking equipment and practices for further consideration at higher levels of the Department of Public Works and Planning Departments.

"An Equal Opportunity Employer with a commitment to workforce diversification."
### New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward one typed copy to this Commission.

1. **Department**
   - **Department of Public Works**

2. **Bureau, Division, Unit or Section**
   - **Parking/Commons**

3. **Location of Position**
   - **City Hall/Parking Office**

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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>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Manages and coordinates the activities of the Commons Maintenance, Parking Operations, and Parking Enforcement sections</td>
</tr>
<tr>
<td>20%</td>
<td>Supervises the operation of parking facilities, including parking garages, off-street parking lots, on-street paid parking and pay stations</td>
</tr>
<tr>
<td>15%</td>
<td>Supervises, directs and evaluates job performance of subordinate employees</td>
</tr>
<tr>
<td>5%</td>
<td>Meets with government officials, business owners and citizen groups regarding parking programs, policies and related matters</td>
</tr>
<tr>
<td>5%</td>
<td>Develops and establishes policies and procedures for the maintenance, installation, removal, repair and collection of parking meters and pay stations located throughout the City</td>
</tr>
<tr>
<td>5%</td>
<td>Oversees the preparation of the Division’s operating budget and, in conjunction with the Engineering Division, recommends long-term capital improvements for parking garages, surface lots, on-street pay equipment, and features associated with the Ithaca Commons</td>
</tr>
<tr>
<td>15%</td>
<td>Works cooperatively and coordinates operations with other City departments involved in activities related to parking and the Ithaca Commons</td>
</tr>
<tr>
<td>5%</td>
<td>Collects and summarizes data, including revenues, expenses and usage patterns</td>
</tr>
<tr>
<td>5%</td>
<td>Monitors existing and recommends new revenue control equipment and other parking equipment and management techniques for both on-street and off-street parking</td>
</tr>
<tr>
<td>5%</td>
<td>Represents the City at a variety of meetings and on a variety of committees on matters related to parking and Commons operation and maintenance</td>
</tr>
</tbody>
</table>

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City of Ithaca Civil Service Commission
108 East Green Street - Ithaca, NY 14850

Effective 1978
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>Mike Thorne</td>
<td>Superintendent of Public Works</td>
<td>Direct</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duane Ross</td>
<td>Commons Maintenance Supervisor</td>
<td>Direct</td>
</tr>
<tr>
<td>Lisa Sperger</td>
<td>Senior Community Service Officer</td>
<td>Direct</td>
</tr>
<tr>
<td>Todd Lalonde</td>
<td>Parking Operations Supervisor</td>
<td>Direct</td>
</tr>
<tr>
<td>Various (4)</td>
<td>Commons Maintenance Positions</td>
<td>General</td>
</tr>
<tr>
<td>Various (5)</td>
<td>Community Service Officers</td>
<td>General</td>
</tr>
<tr>
<td>Various (5)</td>
<td>Parking Lot Attendants</td>
<td>General</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>None</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

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

- Possession of a Bachelor’s Degree in public administration, business administration, management, engineering, architecture, municipal or regional planning, urban planning, 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 parking operations or exterior property repair and maintenance, at least one (1) year of which must have been in a supervisory capacity;
- Possession of an Associate’s Degree in public administration, business administration, management, engineering, architecture, municipal or regional planning, urban planning, 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 parking operations or exterior property repair and maintenance, at least one (1) year of which must have been in a supervisory capacity;
- 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 parking operations or exterior property repair and maintenance, at least one (1) year of which must have been in a supervisory capacity;
- An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

7. The above statements are accurate and complete.

Date: 6/7/2023  Title: Superintendent of Public Works  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: 6/7/2023  Signature: [Signature]

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- [ ] Approved
- [ ] Disapproved

Date: 6/7/2023  Signature: [Signature]

Return One Completed Copy To Civil Service Commission  June 7, 2023
MANAGER OF PARKING AND COMMONS OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for managing, supervising and directing the City's entire parking system, including municipal parking garages, off-street parking lots, on-street paid parking and pay stations. The work also involves managing and supervising operation and maintenance activities of the downtown Ithaca Commons outdoor pedestrian mall. The Manager of Parking and Commons Operations oversees both the operation and enforcement functions of the parking system, including the daily operation of parking garages and surface lots; the collection, repair and installation of parking meters and pay stations; and parking enforcement functions and activities. The Manager of Parking and Commons Operations is also responsible for recommending parking policies and programs for the City, and for implementing them and communicating them to the public after their adoption. The Manager of Parking and Commons Operations monitors and summarizes parking revenues, expenses and usage patterns, and recommends changes to parking rates, programs and regulations. The Manager of Parking and Commons Operations also manages the cleaning and general maintenance of the Ithaca Commons, and support of activities on the Ithaca Commons. The work is performed under the general supervision of the Superintendent of Public Works with considerable leeway allowed for the exercise of independent judgment in the performance of the work. Supervision is exercised over the work of supervisory staff, parking lot attendants, community service officers, and maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages and coordinates the activities of the Commons Maintenance, Parking Operations, and Parking Enforcement sections;

Supervises the operation of parking facilities, including parking garages, off-street parking lots, on-street paid parking and pay stations;

Supervises, directs and evaluates job performance of subordinate employees;

Meets with government officials, business owners and citizen groups regarding parking programs, policies and related matters;

Develops and establishes policies and procedures for the maintenance, installation, removal, repair and collection of parking meters and pay stations located throughout the City;

Oversees the preparation of the Division's operating budget and, in conjunction with the Engineering Division, recommends long-term capital improvements for parking garages, surface lots, on-street pay equipment, and features associated with the Ithaca Commons;

Works cooperatively and coordinates operations with other City departments involved in activities related to parking and the Ithaca Commons;

Collects and summarizes data, including revenues, expenses and usage patterns;

Monitors existing and recommends new revenue control equipment and other parking equipment and management techniques for both on-street and off-street parking;

Represents the City at a variety of meetings and on a variety of committees on matters related to parking and Commons operation and maintenance.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of best practices, procedures, technology and equipment used in the management, operation and maintenance of large municipal parking facilities, structures and on-street parking equipment; thorough knowledge of the modern methods of enforcing parking control regulations and ordinances; thorough knowledge of City ordinances and New York State vehicle and traffic laws pertaining to parking and parking violations; good knowledge of hardware and software for revenue and access control for on and off street parking operations; good knowledge of maintenance activities for urban public spaces; working knowledge of City budgetary procedures; ability to supervise, direct and evaluate the work of others; ability to establish and maintain effective working relationships with others; ability to understand and interpret complex written material; ability to collect and interpret financial and statistical data; ability to prepare narrative reports; ability to communicate effectively, both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor’s Degree in public administration, business administration, management, engineering, architecture, municipal or regional planning, urban planning, 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 parking operations or exterior property repair and maintenance, at least one (1) year of which must have been in a supervisory capacity;

B. Possession of an Associate’s Degree in public administration, business administration, management, engineering, architecture, municipal or regional planning, urban planning, 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 parking operations or exterior property repair and maintenance, at least one (1) year of which must have been in a supervisory capacity;

C. 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 parking operations or exterior property repair and maintenance, at least one (1) year of which must have been in a supervisory capacity;

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.
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>Fire Department</td>
<td>Administrative</td>
<td>310 W Green St; Ithaca, NY 14850</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>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>24%</td>
<td>Independently performs a variety of administrative activities such as billings, accounts payable, and accounts receivable, project estimates, budget preparation, deposits, etc;</td>
</tr>
<tr>
<td>20%</td>
<td>Interacts with public to coordinate public education events, schedule inspections, supports permit activities (special events, mobile vendors, IFD specific permits, etc;)</td>
</tr>
<tr>
<td>20%</td>
<td>Prepare and assists with preparation of the department budget, periodic activity reports, financial reports, and other reports as required by the Fire Chief, Deputy Fire Chiefs, and Assistant Fire Chiefs;</td>
</tr>
<tr>
<td>15%</td>
<td>Compiles, prepares and analyzes a variety of complex financial and statistical reports;</td>
</tr>
<tr>
<td>10%</td>
<td>Schedule and coordinate meetings, seminars, training, inspections, etc. with individuals; organizations; and a variety of officials and departments (City, Town, County, State);</td>
</tr>
<tr>
<td>5%</td>
<td>Oversees the filing and administration of Worker’s Compensation claims (confidential);</td>
</tr>
<tr>
<td>1%</td>
<td>Maintains a variety of operational and personnel (confidential) records;</td>
</tr>
<tr>
<td>1%</td>
<td>Establishes office policies and procedures, reviews and updates office and accounting methods and procedures;</td>
</tr>
<tr>
<td>1%</td>
<td>Coordinates a variety of information within the department or other departments/agencies, such as notifying and dispatching staff in emergency or unanticipated situations; serving in the finance section of the NIMS (National Incident Management System) when an incident scope expands to require that section to be established;</td>
</tr>
<tr>
<td>1%</td>
<td>Trains new office employees in their duties; and provides additional training to current office staff regarding new processes or procedures;</td>
</tr>
<tr>
<td>1%</td>
<td>Serves as a liaison between department employees and the City Human Resources Department and other departments (City, Town, County, State,) as necessary;</td>
</tr>
<tr>
<td>1%</td>
<td>Participates on inter-departmental administrative teams to develop and improve City-wide process and procedures.</td>
</tr>
</tbody>
</table>

(Attach additional sheets if more space is needed)
3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert M Covert II</td>
<td>Fire Chief</td>
<td>Direct</td>
</tr>
</tbody>
</table>

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

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

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>June Overslaugh</td>
<td>Administrative Coordinator</td>
<td>IFD</td>
</tr>
</tbody>
</table>

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

**Education:**  
- High School
- College: 4 Years, with specialization in Financial, administrative, or office support – 2 years experience  
- College: 2 Years, with specialization in Financial, administrative, or office support – 4 years experience

**Experience:** (list amount and type)  
2 years using spreadsheet computer software applications, 2 years experience using database software, 2 years experience using word processing and electronic communications software

**Essential knowledges, skills and abilities:**  
Requires knowledge in the use of computer software such as databases and excel for developing spreadsheets, and charts for financial analysis

**Type of license or certificate required:**

7. The above statements are accurate and complete.

Date: 6/21/23  
Title: Fire Chief  
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:

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

Date:  
Signature: [Signature]

Return One Completed Copy to Civil Service Commission
ADMINISTRATIVE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and managing the daily administrative activities of a department or division, including the preparation and maintenance of financial, operational, payroll and personnel records, budget preparation, the establishment, implementation and improvement of office policies, procedures and systems, and public information activities related to the work of the department or division. The work is performed under the general supervision of the administrative head of the organizational unit in which the position is located, with considerable leeway allowed for the exercise of independent judgment. The position is distinguished from that of Administrative Assistant by its greater scope of office management responsibilities and greater autonomy. The position is distinguished from that of Office Manager in that an Administrative Coordinator does not regularly supervise the work of subordinate clerical and financial staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and supervises the maintenance of agency financial, payroll, personnel, attendance and job accounting records;
Indepedently performs a variety of administrative activities, such as payroll preparation, budget preparation, billings, accounts receivable, accounts payable, job costing, leave time accounting, etc;
Prepare or oversees the preparation of the departmental or division budget, annual periodic activity reports, financial reports, budgetary reports, etc;
Plans and oversees the collection, tabulation, organization and analysis of financial, statistical and operational data; compiles, prepares and analyzes a variety of complex financial, statistical and operational reports;
Develops, implements and improves office policies, procedures and systems;
Develops and maintains computer programs to compile and manage departmental statistical and financial data;
Trains agency staff in administrative procedures and the use of agency record-keeping systems;
Serves as a liaison between department employees and the Human Resources Department, including serving as an information resource for employees, coordinating the enrollment of employees in Human Resources programs such as orientation and training, etc;
Prepares, disseminates and distributes public information regarding departmental activities and projects;
Coordinates and disseminates a variety of information within the department or with other departments or agencies;
Oversees the requisition, purchase, receipt and inventory of agency supplies and equipment and maintains inventory records;
Participates on interdepartmental administrative teams to develop and improve citywide processes and procedures;
Reviews incoming mail and answers general correspondence.
May conduct departmental orientation programs.
May oversee the filing and administration of Workers Compensation claims.
Administrative Coordinator
Page 2

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles and practices of office management; thorough knowledge of office and financial record-keeping practices; thorough knowledge of modern office practices, procedures and equipment; good knowledge of standard office software applications, including database, spreadsheet, word processing applications; good knowledge of the agency's programs, objectives and goals; ability to communicate effectively, both orally and in writing; ability to prepare financial statements and reports, budgets, operating reports and a variety of other reports relative to program activities; ability to compile and prepare financial and statistical data; ability to establish and maintain effective working relationships; ability to review and evaluate program procedures, methods, forms, etc.; 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 a financial, administrative or office support field and two (2) years of full-time paid clerical, administrative or office management experience, or its part-time paid equivalent, which shall have included the preparation or maintenance of financial records or accounts; or

b. Possession of an Associate's Degree in a financial, administrative or office support field and four (4) years of full-time paid clerical, administrative or office management experience, or its part-time paid equivalent, at least two (2) years of which shall have included the preparation or maintenance of financial records or accounts; or

c. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid clerical, administrative or office management experience, or its part-time paid equivalent, at least two (2) years of which shall have included the preparation or maintenance of financial records or accounts; 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.
Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1976.

City of Ithaca Civil Service Commission
108 East Green Street - Ithaca, NY 14850
New Position Duties Statement
Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

<table>
<thead>
<tr>
<th>1. Department</th>
<th>Division</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Administration</td>
<td></td>
<td>City Hall</td>
</tr>
</tbody>
</table>

| 2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. |
| Job Title: City Manager |

<table>
<thead>
<tr>
<th>Percent of Work Time</th>
<th>Job Duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>35%</td>
<td>Administration: Serves as Chief Executive Officer for the City. Responsible for the overall administration of the city government. Oversees operations and finances. Ensures that federal, state, and municipal laws and policies are implemented and that residents receive high quality service. Executes city policies.</td>
</tr>
<tr>
<td>25%</td>
<td>Supervision: Appoints, evaluates, promotes, disciplines, terminates, and supervises department heads and departmental staff. Facilitates collaboration among the departments for efficiency in carrying out the directives of common Council. Promotes a culture among the city's employees in which equity, customer focus, data-based decision making, team building, and employee engagement are respected and expected.</td>
</tr>
<tr>
<td>15%</td>
<td>Budgeting: Sets financial objectives by developing and recommending and annual budget with City Controller; analyzes variances; initiates corrective action; and anticipates long-term issues.</td>
</tr>
<tr>
<td>25%</td>
<td>Communications: Keeps Common Council, workforce and community informed by collecting, analyzing, summarizing information and trends.</td>
</tr>
</tbody>
</table>

(Attach additional sheets if more space is needed)
3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City Common Council</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City Department Heads</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td>City Manager Department Staff</td>
<td>General</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>None</td>
<td></td>
<td></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 Public/Business Admin, Political Science or related field
  - College | ________ Years, with specialization in

- **Experience:** (list amount and type)
  - A. MS - Five years of municipal government administrative or management experience and experience supervising professional staff; or
  - B. BS - Eight years of municipal government administrative or management experience and experience supervising professional staff; or
  - C. Any equivalent combination of training and experience as defined by the limits of (a) and (b)

**Essential knowledges, skills and abilities:**
- Practices and procedures related to municipal government
- Practices and procedures related to municipal budgeting
- Municipal programmatic and planning functions
- Strong written and oral communications skills
- Ability to plan, direct and supervise work of others
- Proven ability use an equity lens in day to day operations with a commitment to social justice
- Political savvy

7. The above statements are accurate and complete.

Date: 5/26/23  Title: Mayor  Signature: Laura Lewis
CITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The City Manager is the Chief Executive Officer of the City of Ithaca and, as such, is responsible for the overall administration of City government and services. The City Manager has primary responsibility for overseeing the operations and finances of the City and for ensuring that City residents receive high quality services. The City Manager ensures that federal, state and municipal laws and policies are implemented, and that City policies are executed. The City Manager leads in incorporating Ithaca’s commitment to social and environmental justice, as well as other adopted values, into the operations, policies and practices of City government. The City Manager is appointed by, directly responsible to, and serves at the pleasure of, the Common Council of the City of Ithaca. Administrative supervision is exercised over all City department heads, with the City Manager both supervising department heads and facilitating collaboration between departments to maximize the efficient and effective delivery of City services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises City department heads and operations, and facilitates collaboration among departments to maximize efficiency in carrying out the directives of Common Council;
Appoints, evaluates, promotes, disciplines and terminates City department heads in accordance with the provisions of the City Charter and New York State Civil Service Law;
Executes, implements, and enforces all resolutions, orders and laws enacted by the City of Ithaca Common Council;
Delegates the implementation of programs, policies, and initiatives as determined by the Common Council of the City of Ithaca;
Promotes a culture among the City’s employees in which customer focus, data-based decision making, team building, and employee involvement are respected;
Manages and oversees collective bargaining and negotiations with organized employee organizations in the City of Ithaca;
Obtains estimates of revenue and expenditures from all departments, offices and agencies, and prepares, submits and executes an annual budget that reflects effective, efficient and economical management of municipal funds;
Chairs the capital projects review committee;
Recommends to Common Council workplace policies and procedures that will build a positive culture and promote economy, efficiency and a high quality of service;
Apprises Alderpersons and the Mayor of current and emerging issues; anticipates potential problems and brings them to the attention of Common Council;
Supervises the implementation of contracts for services on behalf of the City;
Provides adequate insurance and surety bond coverage and/or administers adequate insurance reserves to protect the City from all reasonable risks of loss or damage;
Develops and maintains the City’s Administrative Policy Manual which defines the operating policies and procedures of the City;
Serves as final authority for appeals to the Freedom of Information Officer for the City;
Provides and coordinates staff services to Common Council, and its committees and task forces;
Oversees special projects of Common Council;
Performs all other duties and possesses all powers as may be conferred or imposed on the City Manager by the City of Ithaca Common Council.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Comprehensive knowledge of the practices and procedures of public administration, especially as they relate to city government in New York State; thorough knowledge of municipal budgetary principles, practices, and procedures; thorough knowledge of municipal programmatic and planning functions; strong written communication skills, including report writing, accounting, and public relations; strong oral communications skills, including the ability to analyze complex problems and propose realistic solutions in the concise and clear manner; ability to separate technical from policy choices, and the ability to define the implications of those choices for the Common Council; ability to plan, direct and supervise the work of professional staff, while maintaining good working relationships; ability to motivate, coach and mentor staff; demonstrated commitment to Ithaca's values of diversity, equity, inclusion and environmental and social justice; proven experience with and commitment to the principles of quality management; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
This is an exempt class position as defined in Section 41 of New York State Civil Service Law. There are therefore no binding qualifications for this position, and the Common Council of the City of Ithaca may select the candidate they believe most qualified to fulfill this role. The qualifications that the Common Council intend to prioritize include:

- A Master's Degree in Public Administration or comparable degree of relevant education
- Several years of administrative and management experience in municipal government
- Experience supervising professional staff in a municipal environment
- Experience with municipal budgetary practices and procedures
- A demonstrated commitment to diversity, equity, inclusion, and environmental and social justice

SPECIAL REQUIREMENT:
The City Manager is a public officer of the City of Ithaca. Pursuant to Article 3 of New York State Public Officers Law, the holder of this position must be at least eighteen (18) years old, a United States citizen, a resident of the City of Ithaca, and cannot have been convicted of a felony.
City of Ithaca Civil Service Commission
108 East Green Street - Ithaca, NY 14850
New Position Duties Statement

Department, head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department
   Ithaca School Food Service

   Bureau, Division, Unit or Section
   Ithaca City School District

   Location of Position
   Boynton

2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

   | Job Title:              | Executive Chef |
   | Percent of Work Time | Job Duty |

   Supporting the production work of the Central Boynton Kitchen - 80%

   - Oversee, Direct, and Assist in the production and planning of all food items and menus for all meals, functions and other culinary activities in the district.
   - Develop, select, and modify recipes to meet high quality standards
   - Coordinate, plan, and purchase food and supplies accounting for the schedule, number of guests, and potential food sensitivities
   - Oversee, Serve and assist with design, decoration and artistic arrangements of all functions and meals in the district
   - Maintain a working knowledge of current cooking trends and best practices
   - Ensure compliance with nutrition and sanitation regulations as well as safety standards
   - Perform other related duties as required

   Train Food Service Staff in Culinary Concepts – 20%

   - Plan and oversee the training of staff in cooking, baking, time management, sanitation and knife skills
   - Train staff on service, set-up and production, and current cooking trends
   - Train staff daily on the importance of sanitation and food safety and equipment use

   (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>Beth Krause</td>
<td>School Food Service Director</td>
<td>Direct</td>
</tr>
</tbody>
</table>

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

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<tr>
<th>Name</th>
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5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- **Education:**
  - High School: 4 Years
  - College: 2 Years, with specialization in Culinary Arts, Food Service Management, or a related field
  - College: ________ Years, with specialization in ____________________

- **Experience:** (list amount and type)
  - At least four years of relevant experience in a restaurant, catering business, private chef, or other commercial setting.
  - Preferred Experience:
    - A Bachelor’s degree from an accredited culinary institute is preferred.
    - Experience as a Head Chef with an excellent record in kitchen management
    - Experience with performing sensitive tasks discretely and confidentially

- **Essential knowledges, skills and abilities:**
  - Communication and Leadership Skills

- **Type of license or certificate required:** none

7. The above statements are accurate and complete.

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**Certificate of Civil Service Commission**

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

- **Title:** __________________________
- **Jurisdictional Classification:** __________________________

- **Date:** __________________________
- **Signature:** _______________________

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

9. Creation of described position

- [ ] Approved
- [ ] Disapproved

- **Date:** __________________________
- **Signature:** _______________________

Return One Completed Copy to Civil Service Commission
EXECUTIVE CHEF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing and directing the planning and production of food items and menus for school meals, functions and other culinary activities in the district. The Executive Chef is responsible for training food service staff in culinary concepts and techniques. The Executive Chef also oversees and coordinates the design, decoration and artistic arrangements of school meals and functions. The work is performed under the general supervision of the School Lunch Director, with considerable leeway allowed for the exercise of professional skill in the performance of the work. Supervision is exercised over food service staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and directs the planning and production of all food items and menus for all meals, functions and other culinary activities in the district;
Develops, selects and modifies recipes to achieve high quality standards;
Coordinates, plans and purchases food and supplies, accounting for the schedule, number of guests, and potential food sensitivities;
Oversees, coordinates and/or creates design, decoration and artistic arrangements of all functions and meals in the district;
Supervises food service personnel;
Trains food service staff in culinary concepts and techniques;
Plans and oversees the training of food service staff in cooking, baking, time management, sanitation, and knife skills;
Trains staff on service, set-up and production, and current cooking trends;
Ensures compliance with nutrition and sanitation regulations, as well as safety standards;
Trains staff daily on the importance of sanitation and food safety, and equipment use
Maintains a working knowledge of current cooking trends and best practices.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of culinary concepts and techniques; good knowledge of the principles and practices of large scale food preparation and menu planning; good knowledge of the principles of proper nutrition; good knowledge of federal, state and local laws and regulations relating to school food service programs including the New York State Sanitary Code; good knowledge of sanitary methods of food preparation and storage; good knowledge of the use and care of kitchen equipment and utensils; excellent culinary skills; ability to plan, assign and supervise the work of others; ability to train personnel; ability to communicate effectively, both verbally and in writing; ability to establish and maintain effective working relationships with adults and children; ability to follow written and oral instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor’s Degree from a culinary institute and four (4) years of full-time paid experience, or its part-time paid equivalent, as a chef, cook or caterer in a restaurant, catering business, or other large-scale food service program or business; or
Minimum Qualifications - continued

B. Possession of an Associate’s Degree in Culinary Arts, Culinary Science, Restaurant Management, Food Service Administration, Dietetics, Nutrition or a closely related field with similar course curriculum and six (6) years of full-time paid experience, or its part-time paid equivalent, as a chef, cook or caterer in a restaurant, catering business, or other large-scale food service program or business; or

C. 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, as a chef, cook or caterer in a restaurant, catering business, or other large-scale food service program or business; 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.