

# City of Ithaca

## Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

### JOB APPLICATIONS WANTED

**TITLE:** Chief of Staff  
**LOCATION:** City of Ithaca - Mayor's Office  
**SALARY:** \$102,136, with subsequent increases to \$122,563

**The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.**

The Mayor of the City of Ithaca is seeking a Chief of Staff with a proven track record of a commitment to equity and social justice. This individual will use that commitment to act on behalf of the Mayor in the daily management of the organization; will drive transformative culture change; will operationalize the city's commitment to an equitable, diverse and inclusive workplace; will oversee a performance management system for the effective delivery of services; and will assist the Mayor in the development and management of the annual operating and capital budgets. The new Chief of Staff will play a key role in the implementation of a Department of Public Safety, designed to offer protection and service with excellence while addressing the policing concerns of minoritized communities in our city. Ithaca, NY is a mini metropolis with a highly engaged and progressive population. This is an exciting and challenging time to work for the City of Ithaca.

**MINIMUM QUALIFICATIONS:** The position of Chief of Staff is in the exempt class, so there are no specific minimum qualifications. However, it is recommended that the appointee meet the following criteria:

**EDUCATION:** A Bachelor's Degree from an accredited college or university is required. A degree major or specialization in management, government, business or public administration, political science, economics or a similar field is preferred, but not required.

A Master's Degree in Public Administration, Management, Business Administration or a related field is preferred, but not required.

**EXPERIENCE:**

A minimum of three years of management and administrative experience is required.

Experience in municipal government is preferred but not required.

Experience supervising professional and/or supervisory staff is required.

**RESIDENCY REQUIREMENTS:** There are no residency requirements for this position.

**EXAM REQUIREMENTS:** There are no exam requirements for this position.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Cover letter
- Copy of college transcripts

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by May 20, 2021:

City of Ithaca  
Human Resources Department  
Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

Issued: April 9, 2021