



Town of Ithaca Job Posting: Human Resources Manager

Town of Ithaca is recruiting for **an experienced and motivated Human Resources Manager**. A full-time confidential managerial position responsible for developing, implementing, managing and objectively administering the human resources, labor relations, commercial liability insurance and related activities for the Town of Ithaca. The incumbent administers human resources policies, employee benefit programs, recruitment and orientation activities, labor and employee relations, maintains and prepares a variety of records and reports and administers the Town's commercial insurance and risk management program. As the Town of Ithaca is the Employer of Record for the Southern Cayuga Lake Intermunicipal Water Commission (SCLIWC) and the Greater Tompkins County Municipal Health Insurance Consortium (HC), the incumbent is the liaison to both and coordinates all human resources activities. The work is performed under the administrative direction of the Town Supervisor with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over payroll/human resources support staff. Attendance at Town Board and other meetings is required. The incumbent will perform all related duties as required.

The Town of Ithaca is a mosaic of rural, suburban, and urban landscapes that surround the City of Ithaca. It is a college town, a farm town, a Finger Lakes community, and a tourist destination renowned for its scenic vistas, forested hillsides, gorges, waterfalls, and Cayuga Lake. Town Hall is located within the City of Ithaca at 215 N. Tioga Street. Town Hall includes several administrative offices and the Planning and Code Enforcement Departments. Public Works and Engineering Departments are located at 114 Seven Mile Drive. **Town of Ithaca strongly values a diverse and inclusive workforce. Town Board, Management and staff are committed to equity and inclusion and encourage those with similar values to apply.**

SOME OF THE TYPICAL WORK ACTIVITIES:

- Plans, develops and recommends progressive and innovative human resources and employee relations policies and practices to improve and enhance operations and organizational efficiency and processes;
- Acts as the Employer of Record liaison to SCLIWC and HC, carrying out responsibilities outlined below and/or included in the Memorandum of Understanding per location, and coordinates Human Resources matters with the SCLIWC General Manager and HC Executive Director;
- Supervises and assists with the preparation of payroll to ensure timely and accurate processing;
- Oversees the Human Resources Information Systems (HRIS) and all electronic and physical recordkeeping; ensures data integrity, accuracy, confidentiality, and compliance with applicable laws and policies;
- Administers employee benefit programs including but not limited to health insurance, workers' compensation, NYS retirement, disability insurance, deferred compensation, life insurance, the Employee Assistance Program (EAP) and other voluntary benefit programs;
- Coordinates civil service activities, acting as liaison with Tompkins County Human Resources Department;
- Assists in the formulation and implementation of human resources policies and procedures and maintains the Personnel Manual and related handbooks;
- Coordinates and assists in the recruitment, interviewing, and selection of employees across all departments and appointed board members;
- Establishes and administers comprehensive classification and compensation plans;
- Serves on negotiations teams; administers, interprets and assures compliance with labor contracts;
- Acts as a consultant to management on a wide variety of employee relations issues and activities;
- Provides support and information to employees to ensure positive employee engagement;
- Meets with union representatives to discuss and resolve labor issues, concerns, and grievances;
- Acts as the point of contact for resolving complex operational and procedural issues or inquiries from employees and management;
- Reviews and updates employees' duties statements to align with organizational needs and recommends appropriate job classification and corresponding salary grades to management, committees and boards;
- Develops and conducts employee orientation programs, background screening, employment physicals and exit interviews;
- Coordinates professional development and safety training programs for employees in conjunction with department heads;
- Develops and oversees the implementation of the employee performance and evaluation program;
- Prepares budget figures for Human Resources Office, payroll and benefits programs and insurance;
- Researches various issues, and participates in the collection, tabulation and maintenance of statistical data, and prepare a variety of reports and recommendations;

- Enhances safety and security via managing keyless entry, parking lot access controls, and panic alarms functionality;
- Administers the town's Drug and Alcohol testing program and maintains confidential testing files;
- Administers the town's commercial liability insurance coverage and acts as Risk Manager;
- Coordinates safety program for Town Hall with the Town's Safety Officer and assists with safety programs for SCLIWIC and HC and acts as Co-chair of the Safety Committee with the Town's Safety Officer;
- Provides direct support to the Town's Employee Relations Committee, Town's and SCLIWIC's Personnel & Organization Committees and the HC Operations Committee (if requested);
- Supervise the reconciliation of the Trust and Agency checking accounts;
- Performs related administrative and supervisory duties as required.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a master's degree in human resources, industrial and labor relations, public or business administration or a closely related field AND two years of professional human resources experience, with two years of supervisory experience; OR
- (b) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Human Resources, industrial and labor relations, public or business administration or a closely related field AND four years of professional human resources experience, with two years of supervisory experience; OR
- (c) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in human resources, industrial and labor relations, public or business administration or a closely related field AND six years of professional human resources experience, with two years of supervisory experience; OR
- (d) Any equivalent combination of experience and training as outlined in (a) , (b) and (c) above.

Special Requirements:

Notary Public License is required within 12 months of appointment.

Certification by Human Resources Certification Institute or Society For Human Resources Management (PHR/SPHR or SHRM-CP) is desirable within 24 months of appointment.

To apply, email cover letter and resume to jdrake@townithacany.gov

Also required: File online application at

<https://www.tompkinscivilservice.org/civilservice/apply/9845>

Filing deadline: October 7, 2026, or open until filled

Questions directed to: Judy Drake, Human Resources Manager (607) 273-1721x115 or via email:

jdrake@townithacany.gov

Civil Service Exam: Provisional appointment pending future exam or Non-competitive HELPS classification

Salary Hiring Rate: \$109,699 -2027 hire rate based on 40 hour per week schedule

Desired Start Date: January 4, 2027

Office Location: Town Hall, 215 N. Tioga Street, Ithaca, NY

Benefits: Paid Holidays, Vacation, Sick and Personal time, Health and Life Insurance, NYS Retirement pension, free onsite parking. Optional programs: Dental and AFLAC insurance and Retirement 457b and Roth. Security of stable position with hours that allow for work life balance.