TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity

OPEN TO THE PUBLIC
Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Program and Outreach Assistant

SALARY: $24.67 Hire rate-$26.79 Work rate after 9 months

TYPE OF EMPLOYMENT: Part time 20hrs a week

ISSUE DATE: 06/15/23

THE FINAL DATE TO FILE APPLICATIONS: 07/14/23

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 07/15/23

RESIDENCY WAIVED

This position is in our Human Rights Department

Please submit a cover letter and resume with your application

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited four-year college or university with a bachelor’s degree; familiarity in program development, community outreach and volunteer coordination; and competency in creating and using social media, podcasts and digital content preferred; OR
2. Graduation from an accredited two-year college with an associate’s degree and 2 years experience in program development, community outreach and/or competency in creating and using social media, podcasts and digital content; OR
3. Any combination of education, training or experience comparable to or exceeding that stated above, as determined by the Commissioner of Human Resources.

Tompkins County centers Diversity, Equity and Inclusion and embraces the values of Integrity, Accountability, Respect and Equity. We encourage those with similar commitments to apply.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State driver’s license at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:
This position is responsible for assisting the Director of Human Rights in planning, implementing and evaluating the office’s inclusive, justice-oriented programming.

Duties include creative use of social media and websites to promote OHR work; supporting the revitalization of the annual K-12 Human Rights Arts Competition or creation of similar programming with Tompkins County youth, culminating with International Human Rights Day (December 10th); assisting the OHR Director with activities related to the administration and fulfillment of grant objectives.

The Program and Outreach Assistant will update/create/maintain marketing resources (hard copy, digital, office logo) to promote OHR.

The Assistant will consult with the OHR Director and the Human Rights Commission’s (the office’s advisory group) Education and Outreach Committee and support its outreach to rural communities.

Further, the Program and Outreach Assistant position will assist the Director with expanding the footprint of OHR in Tompkins County and in building and maintaining key community partnerships.

Supervision of others is not a typical function of this class.

**TYPICAL WORK ACTIVITIES:**

- Assists the Director to plan, coordinate, implement and assess human rights education and outreach which centers diversity, equity and inclusion;
- Creatively utilize social media (Facebook, Twitter, other formats) to promote OHR services and programs and administer/update OHR website;
- Work with County Communications to utilize software for promotion of office programs in an e-newsletter format and schedule technical support for recorded programs;
- Explore with are K-12 teachers creative ways to engage them and their students on human rights issues;
- Attend committee meetings of the Human Rights Commission’s Education and Outreach Committee;
- Support the Committee’s outreach to rural communities;
- Update and/or create hard copy brochures and explore ways to enhance the OHR brand, which may include revisions to the office logo;

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Awareness of the principles and practices involved in human rights program planning and implementation;
- Good organizational and time management skills; a capacity for innovation;
- Excellent verbal and written communication skills; excellent listening skills;
- Excellent interpersonal skills and capacity to collaborate;
- Problem solving and decision-making skills;
- Capacity to work with diverse populations, particularly those from vulnerable communities;
• Ability to interact with diverse groups of office and County staff and the general public;

• Commitment to County values of integrity, accountability, respect and equity.
FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. You MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE’S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis). Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT, PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850