



## NIAGARA COUNTY JOB POSTING

### OPEN TO THE PUBLIC

TITLE/POSITION #: Head Van Driver position #1272

PAY RATE: \$18.12 - 20.39

DEPARTMENT/DIVISION: Niagara County Office for the Aging

WORK LOCATION: 111 Main Street, Lockport NY

STATUS: Permanent

DESCRIPTION: The incumbent is responsible for supervising department van drivers, scheduling and coordinating transportation for client medical appointments and of food for the nutrition program, and maintaining a client database. Occasionally employees in this class are required to drive a van and perform routine safety maintenance tasks on vehicles. Enters all units into database which is sent to NYSOFA. Does all related work.

MINIMUM QUALIFICATIONS: 1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or completion of sixty (60) credit hours; OR 2. Graduation from high school or possession of an equivalency diploma AND two (2) years of full-time paid experience which shall have involved driving as a major function of the duties, one (1) year of which must have involved leading the work of others.

SPECIAL REQUIREMENT: Must have a valid New York State motor vehicle operator's license applicable to the operation of the automotive equipment to be used at time of appointment and for the duration of employment.

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DATE POSTED: 7/30/20 DEADLINE: 8/13/20

CONTINUED

**APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>**

**OR SUBMIT PAPER APPLICATIONS TO:**

**Niagara County Human Resources**

**111 Main Street – Suite G2, Lockport, NY 14094**

**Applications, Job Specifications, Job Postings & Exam  
Announcements can be found at:**

**<https://niagara-portal.mycivilservice.com/>**

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Niagara County is an Equal Opportunity Employer