



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: SENIOR EMPLOYMENT & TRAINING COORDINATOR #1438

PAY RATE: \$30.11-\$35.29/hr

DEPARTMENT/DIVISION: Employment & Training

WORK LOCATION: Trott Access Center- Niagara Falls

STATUS: Provisional

DESCRIPTION: This is a professional level administrative position with independent responsibility for carrying out moderately difficult administrative duties related to program coordination, monitoring analysis, and job development in the local Employment and Training Department. The work is performed under the general supervision of a higher-level agency administrative official. This class differs from that of Employment and Training Coordinator, Employment & Training Counselors, and Employment & Training Assistants by the increased responsibilities and independence of action in carrying out the details of the work. Direct supervision is exercised over the work of Employment and Training Coordinators, Employment & Training Counselors, Employment & Training Assistants and non-professional clerical staff. The incumbent of this position does related work as required.

MINIMUM QUALIFICATIONS: SUGGESTED PROMOTIONAL QUALIFICATIONS:
Candidates must have two (2) years of permanent competitive status as a Workforce Training Coordinator or three (3) years of permanent competitive status as an Employment & Training Counselor or Employment & Training Coordinator in the Niagara County Employment and Training Department immediately preceding the date of written examination.

OPEN COMPETITIVE: Candidates must meet one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in public or business administration, industrial or labor relations, economics, political science, human resources, or related field, and

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three (3) years of full-time paid experience in job or employment and program planning, development or analysis, personnel counseling or placement, public or business administration, economics or labor relations, or related field; OR

2. Satisfactory completion of at least sixty (60) semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with at least twelve (12) credit hours in any of the areas described above and five (5) years of full-time paid experience as defined above.

Provisional Appointment: Successful Candidates will be required to take a Civil Service examination, and be reachable for a permanent appointment.

DATE POSTED: 10/11/21 DEADLINE: 10/24/21

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/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer