



# NIAGARA COUNTY JOB POSTING

DATE POSTED: 7/8/2024 DEADLINE: 7/21/2024

POSITION TITLE/ #: Deputy Director of Information Technology #13091 (HELP Program Pending NYSCSC Approval)

POSITION CLASS: Non-competitive

PAY RATE: \$83,683 - \$106,800 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Information Technology

WORK LOCATION: Philo J. Brooks Co. Office Bldg., Lockport, NY

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## **POSTINGS FOR CURRENT EMPLOYEES:**

If this is a competitive class position, in order to apply for transfer, you must have permanent competitive status, have completed your probationary period, and be in the same or comparable title (as determined by Civil Service) as this position. Current eligible lists will also be used to fill positions. For questions about title comparability, please contact Civil Service at 716-438-4071 or [civilservice@niagaracounty.com](mailto:civilservice@niagaracounty.com).

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Niagara County Information Technology

ADDRESS: 59 Park Avenue, Lockport, NY 14094

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## **POSTINGS OPEN TO THE PUBLIC:**

STATUS FOR PUBLIC CANDIDATES: Provisional/Permanent - This title will be included in the NYS Help Program and is pending NYSCSC approval. Information on HELP can be found here: <https://www.niagaracounty.com/employment/#outer-1641>

DESCRIPTION: For a complete job description and minimum requirements please visit: [https://niagaracounty.com/Employment/Job\\_Specs\\_for\\_Civil\\_Service\\_Positions.php](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

This is a high-level administrative/managerial position that requires a high-degree of technical ability and high-quality interpersonal skills. The work involves directing and coordinating the overall activities of the County Information Technology Department including policies, network, applications, information and system security, disaster recovery, system analysis, and video and alarm security systems. The role will include protecting an organization's information systems, computer systems, networks, telecommunications, and databases from cyber threats, unauthorized access, and security breaches. Responsibilities include assisting the Director of Information Technology with the departmental budget, prioritizing departmental work requests, and management of cybersecurity and security systems. Work is performed under the

general supervision of the Director with wide leeway permitted for the exercise of independent judgment in carrying out the duties of the position in accordance with established policies and procedures. The incumbent exercises direct and general supervision over lower-level staff. All work must be performed in a secure and confidential manner. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation with a Bachelor's degree in Information Technology or a related field and two (2) years of satisfactory full-time paid experience in Information Technology field including supervision and management of staff; OR
2. Graduation with an Associate's degree in Information Technology or a related field and four (4) years of satisfactory full-time paid experience in Information Technology field, two (2) of which must have included supervision and management of staff; OR
3. Six (6) years of satisfactory full-time paid experience in the Information Technology field, two (2) of which must have included supervision and management of staff.

**SPECIAL REQUIREMENTS:**

1. Candidates for appointment will 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.
2. Candidates must possess a valid New York State Driver's license and it must be maintained throughout one's employment. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

**NOTE:** Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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

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Applications, Job Specifications, Job Postings & Exam Announcements can be found here:  
<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  
Form Revised 4/4/2023