NIAGARA COUNTY JOB POSTING

DATE POSTED: **7/29/2024**   DEADLINE: **8/26/2024**

POSITION TITLE/ #: **MICRO COMPUTER COORDINATOR (#10814) - Residency Waived – (HELP PROGRAM PENDING NYSCSC APPROVAL)**

POSITION CLASS: **Non-competitive**

PAY RATE: **$27.49 - $31.86**   WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **SOCIAL SERVICES**

WORK LOCATION: **NCDSS/LOCKPORT**

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.

STATUS FOR CURRENT EMPLOYEES: **Permanent**

Submit letter of interest and resume to:

NAME: **SEND ELECTRONICALLY TO: DEPUTY COMMISSIONER TRICIA LIPPA, DIRECTOR TRACI TAYLOR AND DEPUTY DIRECTOR TARA SYDOW**

ADDRESS: TRICIA.LIPPA@NIAGARACOUNTY.COM; TRACI.TAYLOR@NIAGARACOUNTY.COM; TARA.SYDOW@NIAGARACOUNTY.COM

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
This position involves responsibility for providing technical support for an organization's information technology needs. The details of the work vary according to location; however, generally this class of positions involves computer and/or telecommunications network installation, configuration, maintenance and repair, and/or help desk and user support. The incumbent may also operate a personal computer utilizing a variety of software and may do so for production work on a regular, routine basis. The incumbent may also analyze work processes and plan the computerization of manual work methods. The work is performed under the general supervision of a higher-ranking employee. The incumbent does not exercise supervision. Does related work as required.

<u>MINIMUM QUALIFICATIONS</u>: **Either:**

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 in computer science, computer technology, computer repair or a closely related field; or**
2. **Graduation from high school or possession of a high school equivalency diploma, and two (2) years of full-time paid experience in computer or telecommunications network operation, installation, maintenance or repair; or help desk and computer user training and support; or**
3. **An equivalent combination of training and experience as defined by the limits of (1) and (2).**

<u>SPECIAL REQUIREMENT</u>**:**
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.

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 here:
https://niagara-portal.mycivilservice.com/