



NIAGARA COUNTY JOB POSTING

DATE POSTED: 12/11/24 DEADLINE: 12/24/24

POSITION TITLE/ # LEAD HOME MANAGEMENT WORKER #13957 (HELP PROGRAM PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

PAY RATE: \$21.51 - \$23.95 (2024 Pay Rates) (2025 Rates TBD) WEEKLY HOURS: 35

DEPARTMENT/DIVISION: SERVICES/TRANSPORTATION

WORK LOCATION: NCDSS/NIAGARA FALLS

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

The incumbent schedules the transportation of clients to visitations and other appointments and assists with the scheduling of employee vehicle requests. When necessary, the incumbent will operate a county-owned vehicle to transport clients and informs passengers about safety practices. Work is performed according to prescribed procedures under the direct supervision of the Transportation Project Coordinator. The incumbent is not responsible for supervising Home Management Workers. Does related work as required.

MINIMUM QUALIFICATIONS: The minimum qualifications can be found here: https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Three (3) years of permanent non-competitive status as a Home Management Worker immediately preceding the date of exam.

OPEN COMPETITIVE: Graduation from high school or possession of an equivalency diploma **and** one (1) year of clerical experience maintaining computerized records.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle License at time of appointment and for the duration of employment.

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/>

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