



NIAGARA COUNTY JOB POSTING

DATE POSTED: 3/31/25 DEADLINE: 4/13/25

POSITION TITLE/ #: TRANSPORTATION COORDINATOR – OFA #13601 (HELP PROGRAM PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

PAY RATE: \$22.26 - \$24.79 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Office for the Aging

WORK LOCATION: Golden Triangle Building - 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: Provisional

Submit letter of interest and resume to:

NAME: Darlene DiCarlo

ADDRESS: 111 Main Street, Lockport, NY 14094

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 will entail overseeing the transportation requirements of Niagara County's aging and nutrition program participants in a safe and efficient manner according to approved procedures. 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. Work is performed under general direction with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

MINIMUM QUALIFICATIONS:

https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php

SUGGESTED PROMOTIONAL QUALIFICATIONS: Two (2) years of non-competitive status as a full-time Aging Services Aide in the Niagara County Office for the Aging immediately preceding the date of exam.

OPEN COMPETITIVE QUALIFICATIONS: Candidates must meet one of the following:

1. Graduation 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.

NOTE: Degrees and/or credit hours 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.

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.

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