



## NIAGARA COUNTY JOB POSTING

DATE POSTED: 6/23/25 DEADLINE: 7/6/25

POSITION TITLE/ #: FISCAL ADMINISTRATOR – DPW (HELP PROGRAM PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

PAY RATE: \$77,306 - \$98,982 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: DPW - Administration

WORK LOCATION: 59 Park Ave, Lockport, NY 14094

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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: Garret Meal, PE

ADDRESS: 59 Park Ave, 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 an administrative position involving responsibility for managing, monitoring and administering fiscal operations for the Department of Public Works. The work involves fiscal policy development, implementation and interpretation; analyzing and monitoring program funds, grants and expenditures; developing accounting systems; furnishing periodic financial reports and overseeing account keeping activities; monitoring programming and reporting. The work is performed under the general direction of the Commissioner and in accordance with State and Federal laws and local rules. Wide leeway is allowed for the use of independent judgment in determining operating methods and procedures. Supervision is exercised over the work of administrative,

professional and clerical personnel in assigned areas of responsibility. 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](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

**SUGGESTED PROMOTIONAL QUALIFICATIONS:**

One (1) year of permanent competitive status as an Administrative Assistant in the Department of Public Works immediately preceding the date of written examination.

**OPEN COMPETITIVE QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered approved college or university with a Master's Degree in Accounting, Business Administration, Public Administration, Economics, or Finance, and two (2) years of full-time paid professional financial, administrative or management experience that involved supervision; OR

Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in Accounting, Business Administration, Public Administration, Economics, or Finance, and four (4) years of full-time paid professional financial, administrative or management experience that involved supervision; OR

Graduation from high school or possession of an equivalency diploma and six (6) years of full-time paid professional financial, administrative or management experience that involved supervision.

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