



NIAGARA COUNTY JOB POSTING

DATE POSTED: 12/16/25

DEADLINE: 1/7/26

POSITION TITLE/ #: **Environmental Management Assistant #14026 (HELP PROGRAM PENDING NYSCSC APPROVAL)**

POSITION CLASS: **Non-Competitive**

PAY RATE: **\$36.64 - \$42.56 (2026 Pay Rates)** WEEKLY HOURS: **35**

DEPARTMENT/DIVISION: **Economic Development**

WORK LOCATION: **6311 Inducon Corporate Drive, Sanborn, NY**

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: **Andrea Klyczek**

ADDRESS: 6311 Inducon Corporate Drive, Sanborn, NY 14132-9099

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 interdisciplinary position involves performing a variety of technical duties related to the management and administration of environmental programs. The incumbent is responsible for researching data; interpreting environmental regulations; reviewing environmental reports; implementing a variety of planning and environmental programs; assisting with community outreach; and preparing summaries and reports as they may apply to land use, brownfields, and environmental management. Direct supervision is received from a department superior. The incumbent is permitted leeway for the exercise of independent judgment in carrying out the work in accordance with established rules, policies, procedures, and regulations. 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

Graduation with a Bachelor's Degree in urban planning, environmental studies, natural or physical science, sustainability studies, environmental engineering, natural resource management, environmental management, environmental policy, or related field and one (1) year of full-time paid experience in planning, environmental analysis, brownfields work, or the environmental field.

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

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