



## NIAGARA COUNTY JOB POSTING

DATE POSTED: 1/12/2026

DEADLINE: 1/25/2026

POSITION TITLE/ #: Assistant Network Administrator #10657 (HELP PROGRAM PENDING NYSCSC APPROVAL) (Residency Waived)

POSITION CLASS: Non-Competitive

PAY RATE: \$36.64 – \$42.56 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Information Technology

WORK LOCATION: 59 Park Avenue, 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: Niagara County Information Technology

ADDRESS: 59 Park Avenue, 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)

The incumbent is a key technical contributor that is responsible for the design, implementation, and maintenance of the data and voice network across the County. This role supports the cybersecurity, physical security, performance, reliability and recoverability of local and wide-area networks (LAN/WAN), and the connections to premise and cloud applications, and the general internet that County departments are authorized to use. The position requires hands-on technical work, end-user support, and strong collaboration with other technical staff. The work is performed under the general direction of the Computer Network Administrator with wide latitude for the exercise of independent judgment in accordance with laws, rules, regulations, and

procedures. The incumbent provides general supervision and mentorship to assigned staff. 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)

**PROMOTIONAL QUALIFICATIONS:** Two (2) years of permanent status as a Micro Computer Specialist or four (4) years as a Micro Computer Coordinator in the Niagara County Information Technology Department immediately preceding the date of examination.

**OPEN COMPETITIVE:**

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Bachelor's Degree in computer science, information technology, or a related field and one (1) year of paid full-time experience in network installation and maintenance, LAN/WAN configuration, cabling and hardware setup, and remote access and network security. Experience must have involved the supervision of technical staff; OR
2. Associate's Degree in computer science, information technology, or a related field and three (3) years of experience as described in #1 above; OR
3. Five (5) years of experience as described in #1 above.

**SPECIAL REQUIREMENT:**

Candidates must possess a valid New York State Driver's license at time of appointment and throughout the duration of 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.

**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

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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