NIAGARA COUNTY JOB POSTING

DATE POSTED: __1/21/26__   DEADLINE: __2/3/26__

POSITION TITLE/ #: __Information Technology Technician #14042 (HELP PROGRAM PENDING NYSCSC APPROVAL) (RESIDENCY WAIVED)__

POSITION CLASS: __Non-Competitive__

PAY RATE: __$36.64 - $42.56/hour__   WEEKLY HOURS: __35__

DEPARTMENT/DIVISION: __Niagara County Sheriff's Office__

WORK LOCATION: __Public Safety Training Facility, 5574 Niagara Street Ext., Lockport, NY 14094__

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: __Niagara County Sheriff's Office, Attn: Beth Dunn__

ADDRESS: 5526 Niagara St Ext Lockport NY 14094 or Beth.Dunn@niagaracounty.gov

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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

This position involves responsibility for providing a variety of technical services relative to a municipality's information technology needs. The incumbent plans, develops, and maintains websites, content management, analytics, social media, email systems, provides training and other support services for computer users and performs computer programming. The work is performed under the general supervision of the Director of Information Technology with leeway allowed to exercise independent judgment in carrying out the details of the work. 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:
Four (4) years of permanent competitive status as a Computer Programmer in the Niagara County Information Technology Department.

MINIMUM QUALIFICATIONS:
1. **Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher in computer information systems, management information systems, computer science or closely related field and one (1) year full-time paid experience in the following: website development, programming and maintenance; creating/maintaining databases, reports and forms; and email system administration; OR**

2. **Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or higher in computer information systems, management information systems, computer science or closely related field and two (2) years full-time paid experience in the following: website development, programming and maintenance; creating/maintaining databases, reports and forms; and email system administration; OR**

3. **Graduation from high school or possession of an equivalency diploma and three (3) years of the experience stated in 1; OR**

4. **An equivalent combination of training and experience as defined by the limits of 1 and 2.**

NOTES:

1. **Successful completion of a course of study or certification offered by a technical training institute, college or a corporate training program may be substituted for the credit hours in college-level computer science, computer information systems, or a closely related field; or for one (1) year of appropriate experience, if the following conditions are met:**

    a. **The course of training involves learning the fundamental aspects of either web design development, computer programming, systems analysis, telecommunications systems, LAN/WAN system configuration or a similar course with technical emphasis on the operation of a connected computer system.**
    b. **The candidate provides an official description of the coursework and evidence that it was successfully completed.**

2. **Coursework in the use of specific programs such as WORD, EXCEL or ACCESS and data entry is not acceptable.**

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/