



NIAGARA COUNTY JOB POSTING

DATE POSTED: 5/18/26 DEADLINE: 5/31/26

POSITION TITLE/ #: EXECUTIVE DIRECTOR NIAGARA COUNTY WORKFORCE
DEVELOPMENT BOARD (HELP PROGRAM PENDING NYSCSC APPROVAL) #10035

POSITION CLASS: Non-Competitive

PAY RATE: \$79,625 – \$101,951 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Employment & Training

WORK LOCATION: Niagara Falls

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/Permanent

Submit letter of interest and resume to:

NAME: Donald Jablonski

ADDRESS: 1001 11th St. Niagara Falls, NY 14301

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

The work involves responsibility for designing, directing and coordinating activities to achieve the standards, goals and objectives of the Niagara County Workforce Development Board (WDB). The WDB is established for the purpose of establishing policy, allocating resources and overseeing operations and performance of the area's workforce development systems (adult and youth) and for aligning the priorities of those systems with the economic development priorities of the area and its business community. The incumbent is responsible for ensuring that the policies and procedures established by the WDB are carried out in accordance with Federal, State and local standards and also for public awareness and community interaction with the

system and for leadership in responding to the community and economic development priorities of the area as they relate to workforce development. The work is performed under the general direction of the WDB and its committees. Supervision is exercised over the work of WDB office staff, administers contracts and provides oversight of the One Stop Center and System operations. Does related work as required.

MINIMUM QUALIFICATIONS: **The promotional 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:

Two (2) years of permanent competitive status as Senior Employment and Training Coordinator or Workforce Training Coordinator immediately preceding the date of examination.

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