



## NIAGARA COUNTY JOB POSTING

DATE POSTED: 6/15/26 DEADLINE: 6/28/26

POSITION TITLE/ #: Workforce Training Coordinator #13794 (HELP PROGRAM  
PENDING NYSCSC APPROVAL)

POSITION CLASS: Non-Competitive

PAY RATE: \$31.40 - \$36.46 WEEKLY HOURS: 35

DEPARTMENT/DIVISION: Employment & Training

WORK LOCATION: Trott Access Center, 1<sup>st</sup> Floor, 1001 – 11<sup>th</sup> St., Niagara Falls, 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](mailto:civilservice@niagaracounty.com).

STATUS FOR CURRENT EMPLOYEES: Permanent

Submit letter of interest and resume to:

NAME: Donald Jablonski

ADDRESS: 1001 11<sup>th</sup> Street, 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](https://niagaracounty.com/Employment/Job_Specs_for_Civil_Service_Positions.php)

This position is responsible for the assessment and interviewing of individuals seeking employment in accordance with federal workforce program guidelines. Incumbents plan and coordinate specialized training and/or educational opportunities for individuals. They may also assist in the development and implementation of a comprehensive training and/or educational program with public and/or private agencies to provide needed educational experiences and technical training for agency clients. Employees in this class may also conduct employment readiness training sessions as determined by client need and/or develop employment opportunities for the client within the local business community. The work is performed under the general

supervision of a higher-level staff employee within the agency. Independent judgment is exercised during the client interview process and while contacting individual employers. 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 an Employment & Training Counselor in the Niagara County Employment & Training Department immediately preceding the date of exam.

**OPEN COMPETITIVE QUALIFICATIONS:** Candidates must meet one of the following:

1. Graduation with a Bachelor's Degree in business, education, behavioral science, human services or resources or other field of study specifically structured to prepare individuals for work in the field of training and/or staff development, and one (1) year of experience in a counseling field such as employment, teaching, guidance, social services, staff development or related field; OR
2. Satisfactory completion of a minimum of sixty (60) semester credit hours with at least twelve (12) credit hours in any of the areas defined above and three (3) years of experience as defined in (1) above.

**NOTE:**

1. Verifiable part-time and/or volunteer experience will be prorated toward meeting full-time experience requirements;
2. 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