

## **NOTICE OF JOB VACANCY**

TITLE: Temporary Employment Specialist

DEPARTMENT: Human Resources

NUMBER OF VACANCIES: One (1)

PAY RANGE: Grade 18 \$23.0637-\$32.4561 per hour

**Residency Requirement:** Must be a resident of the City of Niagara Falls, NY within 6 months of appointment

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position is responsible for performing a variety of Administrative tasks including, but not limited to, planning, creating, implementing, updating, administering and direction of job openings within the Human Resources scope. Performs Mid-Level clerical work involving, but not limited to having direct contact with the public and other City employees. Work is performed under the direct supervision of the Director of Personnel. Supervision of others is not a responsibility of this position. Performs related work as required, daily.

**TYPICAL WORK ACTIVITIES:**

Provides information to the general public, employees and others regarding civil service and open job positions;  
Maintains all personnel records, including, but not limited to scanning and civil service lists;  
Reviews, accepts and updates all applications for examinations for compliance;  
Monitors civil service written, oral, hearing and performance tests;  
Creates display ads for vacant and upcoming vacant job positions. Distributes to all departments, Union Presidents and Public Information Officer to post online. Online is to consist of all necessary social media outlets and the City website. Places ads in the Niagara Gazette as needed.  
Monitors all online resumes. Distributes qualified applicants to the appropriate Department Head, while maintaining a folder for each position;  
Orders all Civil Service examinations needed for the City of Niagara Falls;  
Assists the Associate Director of HR with new hire paperwork, scheduling physical/drug testing;  
Maintains yearly pay plan changes and pay increases;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of mid-level administrative procedures; Ability to meet deadlines and be proficient in multi-tasking; Sound judgement; Courtesy; Tact; Physical condition commensurate with the demands of the position; thorough knowledge of the State Civil Service Law and local Rules and Regulations; ability to establish and maintain an effective working relationship with employees at various levels and with the public; professional and personal integrity; Proficient in MS Word and Excel.

**MINIMUM QUALIFICATIONS:**

Graduation from high school AND four (4) years' experience in high level administrative work, in a fast paced environment.

This position will be posted from March 28, 2023-April 11, 2023