



**Department of Human Resources &
Civil Service**

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
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**PROVISIONAL OPENING FOR
Deputy County Administrator III**

There is a provisional opening in the Allegany County Administrator's Office for the position of Deputy County Administrator III.

Salary Range: \$63,800 - \$90,900 annually

This is a technical lead worker position with responsibility for the direction, coordination and project management of work involving website development, electronic records management and security, or digital streaming technology. An incumbent of this class will be required to analyze the technical needs of departments of Allegany County and develop project parameters, request quotes, and determine staffing needs to fulfill a project. The work is performed under the general direction of the County Administrator with considerable leeway for planning work methods and procedures with responsibility for technical results. Supervision of the work of subordinate staff is not typical of this class. A Deputy County Administrator III performs other related duties as required.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Computer Science and four (4) years full-time or the equivalent part-time experience which shall have involved website development, electronic records management and security, or digital streaming technology;

OR

- B. Possession of an Associate Degree in Computer Science and six (6) years of full-time or the equivalent part-time experience which shall have involved website development and/or maintenance, electronic records management and security, or digital streaming technology;

OR

- C. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of full-time or the equivalent part-time experience which shall have involved website development, electronic records management and security, or digital streaming technology.

NOTE: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possess, and maintain an appropriate class driver's license.

**This is a competitive class position, provisional candidate must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.

**** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.**

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department by November 1st, 2023.
There is no fee at this time.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT