

Notice of Vacancy

Date Posted: August 18, 2026

Title of Position: Assistant Computer Programmer

Number of Vacancies: One (1) Provisional Appointment

Salary Range: \$63,520 - \$76,425 Annually

Location: Treatment Plant Administration

Shift: 7:30am-3:30pm

Employment Type: Full Time

Benefits: Full Benefits, Outlined Below

Job Duties:

An incumbent to a position in this class aids in maintaining comprehensive management information systems. Incumbents must be familiar with the logical workings of a computer and its operating capabilities that include compilers, spreadsheets, word processing, data base languages, and job central languages. Using a programming language such as COBOL, BASIC, and SQL, incumbents assist in developing machine instructions for data manipulations and calculations. There is frequent communication, both orally and written, with departmental personnel aiding and instructing with respect to computer related topics. Direct supervision is received from the Computer Systems Engineer Coordinator or Computer Programmer. No supervisory duties are exercised.

Typical Work Activities

Assists in maintaining comprehensive management information systems, including but not limited to, systems analysis and design, programming development and operation;

Assists in designing computer programs for an assigned project;

Assists in testing and debugging programs;

Provides user support on various personal computer packages;

Assists in training personnel in usage of personal computer software packages and programs;

Installs personal computer hardware options and peripherals;

Installs and maintains custom and other software applications;

Maintains and submits various reports as requested;

Performs related work as required.

MINIMUM QUALIFICATIONS

Open Competitive

- (A) Associates Degree from an accredited college, university, business, or technical institute in Computer Science, Computer Programming, or Computer Information Systems or a closely related field;
- (B) Satisfactory completion of a certified course in computer programming as offered by a NYS approved technical training institute and two (2) years of full-time computer programming experience;
- OR
- (C) Graduation from High School, GED or Equivalency Diploma including or supplemented by completion of 15 credit hours in computer science (excluding courses in the operation of

computers or peripheral equipment) with a minimum of nine (9) credit hours in programming and two years of full-time computer programming experience;

OR

An equivalent combination of the foregoing as defined with the limits of A and B.

Computer programming experience is defined as working with mainframe and personal computers using programming languages such as COBOL, BASIC and SQL.

NOTE: Verifiable part-time experience will be pro-rate to meet full-time experience requirements.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Good knowledge of programming techniques and concepts;

Good knowledge of database development and systems software design, application, and enhancement;

Good knowledge of programming with object-oriented programming development tools in a software environment;

Ability to reason logically;

Ability to prepare accurate, comprehensive, and informative technical reports;

Ability to understand and interpret written material, i.e., operating manuals and procedures;

Ability to communicate both orally and in writing;

Ability to train personnel in all aspects of computer-related activities;

Physical condition commensurate with the demands of this position.

Additional Requirement

All employees of the Buffalo Sewer Authority must be able to prove continued residency within the City of Buffalo for the duration of their employment.

Why the Buffalo Sewer Authority is a Great Place to Work:

Working at the Buffalo Sewer Authority is more than just a job, it is your path to a career. Most all positions at the BSA promote into other positions, providing you with a career path for advancement and growth.

The Buffalo Sewer Authority also provides an exceptional, second-to-none, benefits package to meet the diverse and changing needs of our employees, which includes:

- Generous family healthcare at little or no cost to you, including:
 - Medical, Vision and Dental Coverages
- Life Insurance (basic and supplemental)
- Tuition reimbursement for continuing certifications, licensures and college courses
- Membership into the New York State retirement and pension system
- 457b – New York State Deferred Compensation Plan
- Substantial leave time, including:
 - Vacation, personal leave and sick leave days
- 14 paid holidays annually
- Employee Assistance Program for employees and family members

How to Apply:

All applicants must apply in writing for the above position and specifically detail all experience and qualifications related to the position. The resume/letter of interest is to be submitted to:

Crystalee Lozada, Human Resources
Buffalo Sewer Authority
1038 City Hall
Buffalo, NY 14202

Or via email to: BSA_HR@buffalosewer.org

RESUMES AND/OR LETTERS OF INTEREST MUST BE RECEIVED BEFORE THE CLOSE OF BUSINESS ON August 31, 2026.

****Employment with Buffalo Sewer will adhere to the rules and regulations of New York State Civil Service Law. ****