

Notice of Vacancy

Date Posted:	August 18, 2026
Title of Position:	Assistant Computer Systems Engineer Coordinator
Number of Vacancies:	One (3) Provisional Appointment
Salary Range:	\$69,272 - \$82,188 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 assists in directing, coordinating, and performing various computer, related activities in a multi-system network. Under the immediate supervision, of the Computer Systems Engineer Coordinator, the incumbent assists in, providing technical supports necessary to create, expand, and maintain a, comprehensive management information systems program and performs, systems analysis work.

There is frequent communication, both orally and, written with personnel advising and instructing regarding computer related, topics. Incumbent has a wide latitude for the exercise of independent, judgment pertaining to the technical aspects of the job.

Typical Work Activities

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

- Assists in the performance of feasibility studies and researches information, necessary to make appropriate recommendations for the solution of systems, and operational problems through the application of current electronic data, processing technology;
- Writes and updates systems flow charts and documents existing systems, operation and directs same from computer contractors;
- Collects problem definitions and discrepancy reports resolving critical issues, to maintain operational efficiency;
- Assists in all aspects of analysis design and programming of existing and, future systems as required;
- Keeps abreast of current hardware and software developments to determine, appropriateness;
- May confer with staff personnel to provide technical advice or assistance in, the area of system design, programming or operational problems;
- Maintains and submits various reports as requested;
- Performs related work as requested.

MINIMUM QUALIFICATIONS

Open Competitive,

A) Master's Degree in Computer Science from an accredited college or university;

or,

B) Bachelor's Degree in Computer Science from an accredited college university and one year of full-time experience in programming and systems analysis;

or,

C) Bachelor's Degree (any major) from an accredited college or university and, two years of full-time experience in programming and systems analysis;

Or,

D) Associates Degree in Computer Science from an accredited junior college, business, or technical institute and four years of full-time experience in, programming and systems analysis;

or,

E) An equivalent combination of the foregoing as defined within the limits of, A through D.

Supplemental Information

Good knowledge of programming techniques and concepts;

Good knowledge of system analysis, symbolic logic, documentation, feasibility, studies, systems implementation and control;

Good knowledge of program documentation, programming technology and, flow chart interpretation;

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

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

Ability to reason logically;

Ability to analyze operational problems and takes appropriate corrective, actions;

Ability to prepare accurate, comprehensive and informative technical reports;

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

Ability to train personnel and management in all aspects of computer related, activities;

Ability to communicate both orally and in writing;

Physical conditions 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. ****