



Notice of Vacancy

Date Posted: August 18, 2026

Title of Position: Computer Systems Engineer Coordinator

Number of Vacancies: One (1) Provisional Appointment

Salary Range: \$79,133 - \$97,809 Annually

Location: Treatment Plant Administration

Shift: 7:30am-3:30pm

Employment Type: Full Time

Benefits: Full Benefits, Outlined Below

Job Duties

Incumbents to this position direct, coordinate and perform various computer-related activities in a multi-system network. The Computer Systems Engineer Coordinator is responsible for programming development, systems analysis, and technical support necessary to create, expand and maintain a comprehensive management information systems program. Incumbents have frequent communication, both orally and in writing with personnel advising and instructing regarding computer related topics. S/he will also provide informal training sessions and group seminars. General direction is received from Director or Superintendent; however, incumbents have a wide latitude for the exercise of independent judgment pertaining to the technical aspects of the job.

TYPICAL WORK ACTIVITIES

Directs and maintains a comprehensive management information systems program including but not limited to systems analysis and design, programming development and operations;

Performs 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;

Keeps abreast of current hardware and software developments to determine appropriateness;

Writes and updates systems flow charts and documents existing systems operations and directs same from computer contractors; .

Collects problem definitions and discrepancy reports resolving critical issues to maintain operational efficiency;

Performs all aspects of analysis design and programming of existing and future systems as required;

Confers with staff personnel to provide technical advice or assistance in the area of system design, programming or operational problems;

Creates and implements a training program geared toward providing direct assistance to staff and management personnel;

- instructs in all aspects of computer related activities;
- prepares operating manuals and procedures to be used in the management systems program;

Maintains and submits various reports as requested;

Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of programming techniques and concepts;

" program documentation, programming terminology and flow chart interpretation.

Thorough knowledge of system analysis and symbolic logic;

- documentation, feasibility studies, systems implementation and control, ability to reason logically.

Thorough knowledge of systems design;

- forms design, characteristics of files and storage media and data bases, systems life cycles, application studies and system testing;

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

Basic knowledge of computer architecture and networking;

Ability to analyze operational problems and take 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 condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS**Promotional**

Applicants must have continuous and permanent status in any city department as an Assistant Computer Systems Engineer Coordinator, Programmer Analyst, Systems Support Specialist, Systems Support Analyst or Systems Analyst for one year.

Open Competitive

(A) Master's Degree from an accredited college Or university in Computer Science or a closely related field and two years of full-time experience in programming and systems analysis;

OR

(B) Bachelor's Degree from an accredited college or university in Computer Science or a closely related field and three years of full-time experience in programming and systems analysis;

OR

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

OR

(D) Associate Degree from an accredited college, business or technical institute in Computer Science or a closely related field and five 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).

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. ****