



OSWEGO COUNTY SYSTEMS OPERATIONS SPECIALIST

The Oswego County Social Services Department has an immediate opening for a Systems Operations Specialist responsible for coordinating, supporting, and improving the operational systems, reporting functions, electronic workflows, and business processes utilized throughout the Department. The incumbent serves as the departmental resource for program databases, electronic systems, reporting tools, and operational workflows and works closely with program staff, the County Information Technology Department, New York State agencies, and external vendors to ensure the effective operation of systems that support Department services. The work requires considerable independent judgment, strong analytical abilities, and the ability to communicate effectively with technical and non-technical stakeholders. This position is distinguished from traditional Information Technology classifications in that the incumbent supports Department operations through systems coordination, data management, workflow optimization, reporting, and business process improvement. The position does not administer network infrastructure, maintain hardware, manage servers, or provide enterprise-level information technology support, which remains the responsibility of the County Information Technology Department and New York State ITS.

Qualifications: Bachelor's degree in information resource management, business administration, data analytics or closely related field and two (2) years of experience involving systems administration, business process analysis, reporting, operational support, data analysis, project coordination, or technology implementation; **OR** associate's degree in information resource management, business administration, data analytics or closely related field and four (4) years of experience as defined above; **OR** Graduation from high school or possession of an equivalency diploma and six (6) years of experience as defined above.

Pay Rate: \$28.34 per hour plus competitive benefits package including: health, life, dental and vision insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

To Apply: Review of applications will begin immediately and continue until the position is filled. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department
46 East Bridge Street
Oswego, New York 13126
(315) 349-8209 Fax: (315) 349-8254
Email: Humanresources@OswegoCountyNY.gov
Web: www.oswegocountyny.gov/humanresources

Affirmative Action/Equal Opportunity Employer