

**THE CITY OF LOCKPORT IS CURRENTLY TAKING  
APPLICATIONS FOR THE FOLLOWING POSITION:**

**PERSONNEL DIRECTOR**

**SALARY RANGE: \$62,038/YR to \$79,177/YR**

The work involves responsibility for administering the provisions of New York State Civil Service Law and City of Lockport Civil Service rules and regulations for the City and all civil divisions therein including school districts and special districts regulated by the City Civil Service Department. The duties include the maintenance of attendance records, personnel records, preparation of unemployment reports, and administration of salary plans, retirement system registration, contract administration, and performing other personnel-related duties as assigned by the City of Lockport Administration and/or the Civil Service Commission and/or the Personnel Committee. The incumbent has the responsibility of carrying out the most complex functions of the Commission and is the primary contact person with municipal officials and employees with regard to personnel and civil service matters. The incumbent may also perform a variety of complex secretarial and clerical duties. The work is performed in accordance with policies established by City Administration, the Civil Service Commission, and the Personnel Committee of the City of Lockport.

**Minimum Requirements:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of personnel experience; OR
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associates' Degree and four (4) years of personnel experience; OR
- (c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in personnel activities; OR
- (d) An equivalent combination of training and experience as defined by the limits of (a) (b) and (c).

NYS RETIREMENT AND BENEFITS

***DEADLINE FOR APPLICATIONS: JUNE 19, 2026***

Inquiries to:

**Department of Civil Service  
Mary Pat Filbert, Personnel Director  
Municipal Building  
One Locks Plaza, Rm M-11  
Lockport, NY 14094  
716-439-6659  
[mpholz@lockportny.gov](mailto:mpholz@lockportny.gov)**

**Also at:**

**[lockportny.gov](http://lockportny.gov) under "Current Exams & Job Opportunities"**