



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

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**TITLE:**                    **ADMITTING COORDINATOR (Provisional\* Appointment)**

**SALARY:**                 \$48,272 - \$61,220 annually

**LOCATION:**                Monroe Community Hospital

**JOB SUMMARY:**

This is a professional position responsible for coordinating and managing the admitting office at Monroe Community Hospital. Duties involve developing and implementing hospital admitting policies, practices, and procedures. The employee reports directly to, and works under the general supervision of a Medical Social Work Manager or other higher-level staff member. General supervision is exercised over a professional and/or clerical staff. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Health Services, Health Services Management, Health Services Administration, Business Administration, Public Administration or a closely related field plus one (1) year paid full-time or its part-time equivalent experience in a health care setting responsible for either coordinating health care services, managing a hospital office or unit, or supervising staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus three (3) years paid full-time or its part-time equivalent experience in a health care setting responsible for either coordinating health care services, managing a hospital office or unit, or supervising staff; OR,
- (C) Five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COMMUNITY HOSPITAL  
ATTENTION: PERSONNEL  
435 EAST HENRIETTA ROAD  
ROCHESTER, NY 14620

**Posting Date:** May 19, 2021

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.