



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **ASSISTANT DIRECTOR - PATIENT SERVICES**
(Provisional* Appointment)

SALARY: \$82,402 - \$114,064 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is an administrative position involving the supervision and coordination of all hospital services through interaction with the department heads. The employee also assists in determining and implementing hospital policies and procedures, preparing budgets, in-service education programs and also coordinates grant programs. Works under the general supervision of, and reports directly to the Deputy Director. General supervision is exercised over various division heads in the Hospital. Does related work as required.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Hospital Administration, Health Services, Business Administration or a human service field, plus four (4) years' experience in a hospital or nursing home setting, two (2) years of which must have been in an administrative capacity responsible for policy development and supervision of staff; OR,
- (B) Graduation from an accredited college or university with a Master's degree in one of the above mentioned fields, plus three (3) years' experience as described above, two (2) years of which must have been in an administrative capacity responsible for policy development and supervision of staff; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Human Services includes, but is not limited to degrees in Social Work, Social Welfare, Vocational and Psychological Counseling, Educational Psychology, or other professions working to enhance and increase the well-being of our society and of the individuals it comprises.

SPECIAL REQUIREMENTS:

A candidate needs to have received their primary COVID-19 vaccination series.

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.

ADDITIONAL INFORMATION:

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471
PHONE: (585) 753-1700 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

From July 2022 through October 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

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: December 2, 2022

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.