Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: ASSISTANT ADMINISTRATOR NURSING SERVICES

SALARY: $92,970 - $128,692 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:
This is a professional administrative nursing position responsible for the coordination, supervision and evaluation of nursing services for assigned areas while assuming twenty-four (24) hour administrative responsibility for assigned level of care. The work is performed in accordance with New York State Department of Health and Center for Medicare and Medicaid Services (CMS) Regulations. The employee reports directly to, and works under the general supervision of a Nursing Administrator or other higher level staff member with wide leeway allowed for the exercise of independent judgement and decision making in the performance of assigned duties. General supervision is exercised over a variety of professional staff including Nurse Managers. Does related work as required.

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

(A) Graduation with a Master's degree in Nursing or a closely related nursing field, plus three (3) years paid full-time or its part-time equivalent experience as a registered nurse or licensed practical nurse in a supervisory capacity; OR,

(B) Graduation with a Bachelor's degree in Nursing or a closely related nursing field, plus four (4) years paid full-time or its part-time equivalent experience as a registered nurse or licensed practical nurse, three (3) years of which must have been in a supervisory capacity; OR,

(C) Graduation with an Associate's degree in Nursing or a closely related nursing field, plus five (5) years paid full-time or its part-time equivalent experience as a registered nurse or licensed practical nurse, three (3) years of which must have been in a supervisory capacity; OR,

(D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

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

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SPECIAL REQUIREMENTS CONTINUED:
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:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
Residency is not required for this role. Candidate within Monroe County will be given preference

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: September 15, 2026

Posting Deadline: Until filled

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