



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: ASSISTANT ADMINISTRATOR NURSING SERVICES

SALARY: \$71,060 - \$91,547 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 from a regionally accredited or New York State registered college or university with a Master'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 in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing or a closely related nursing field plus six (6) years paid full-time or its part-time equivalent experience as a registered nurse, five (5) years of which must have been in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Nursing or a closely related nursing field plus eight (8) years paid full-time or its part-time equivalent experience as a registered nurse, five (5) 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:

Possession of a valid New York State License as a Registered Professional Nurse.

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:

There is no residency requirement for this position or for this examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

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

Posting Date: May 22, 2020

Posting Deadline: Until filled