



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

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**TITLE:**                   **ASSISTANT ADMINISTRATOR OF NURSING SERVICES**

**SALARY:**               \$69,935 - \$90,097 annually

**LOCATION:**             Monroe Community Hospital

**JOB SUMMARY:**

This is a professional administrative nursing position involving responsibility for the coordination, supervision and evaluation of nursing services for assigned areas. Employees in this class assume 24-hour administrative responsibility for these areas. The work is performed in accordance with New York State Department of Health and Federal Health Care Financing Administration Regulations. General supervision is received from the Nursing Administrator, with liberal allowance for the exercise of independent judgement and decision making in the performance of assigned duties. General supervision is exercised over a variety of professional support personnel. Does related work as required.

**MINIMUM QUALIFICATIONS:**

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing or a related field, plus five (5) years of 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 related field, plus six (6) years of 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 a Bachelor's degree plus seven (7) years of 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) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Possession of a current 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.

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

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

**Posting Date:** January 11, 2019

**Posting Deadline:** Until filled