



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **ASSISTANT COORDINATOR OF CHILDREN'S CENTER**
(Provisional* Appointment)

SALARY: \$65,964 - \$84,910 annually

LOCATION: Monroe County Department of Human Services – **Children's Detention Center**
Located at 400 Rush-Scottsville Road Rush, NY 14543

JOB SUMMARY:

This is an administrative position in the Monroe County Children's Center, a secure detention facility, responsible for overseeing and directing the daily care provided to adolescent children ages ten (10) – twenty one (21) residing in the facility. Duties involve participating in developing and implementing policies and procedures for the secure detention facility, as well as overseeing the recruitment, orientation, training, supervision and evaluation of subordinate facility staff. **This is a 24/7 operating facility with the core working days and hours either being Wednesday-Sunday, or possibly Tuesday-Saturday. The regular expected work hours would be 2nd shift (3 p.m.-11 p.m.), with some 3rd shift work (11 p.m.-7 a.m.) as well, and occasionally 1st shift (7 a.m.-3 p.m.) when needed by the Superintendent.** The employee reports directly to, and works under the general supervision of the Coordinator of Children's Center or other higher-level staff member. General supervision is exercised over a subordinate supervisory child care staff including Supervising Child Care Workers and Senior Child Care Workers. 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 plus two (2) years paid full-time or its part-time equivalent experience supervising, coordinating, or managing casework, residential programs, group counseling, juvenile rehabilitation, social work or similar experience for youth (up to and including twenty-one [21]); OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years paid full-time or its part-time equivalent experience as stated in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

PREFERRED QUALIFICATIONS: At least 2 years of experience working in a Corrections Facility.

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 COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: July 24, 2020

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.