



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

**TITLE:** **CLINICAL SYSTEMS ADMINISTRATOR**  
(Provisional\* Appointment)

**SALARY:** \$51,526 - \$70,762 annually

**LOCATION:** Monroe Community Hospital

### **JOB SUMMARY:**

This is a technical position at Monroe Community Hospital responsible for assisting with the management, training, evaluation and maintenance of all clinical information systems. Responsibilities include providing end-user training, monitoring application use and system performance. The employee reports directly to, and works under the general supervision of the Senior Clinical Systems Administrator or other higher-level staff member. Staff supervision is not a responsibility of this position. 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 Bachelor's degree plus two (2) years paid full-time or its part-time equivalent professional\*\* experience in an information technology field\*\*\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Associates degree plus four (4) years paid full-time or its part-time equivalent professional\*\* experience in an information technology field\*\*\*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*Professional experience for the purpose of these minimum qualifications does not include secretarial, clerical or receptionist type duties.

\*\*\*Information technology field for the purpose of these minimum qualifications is defined as experience in systems administration, network administration, informatics, designing of computer systems and applications or the management of computer systems and applications.

### **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.

### **ADDITIONAL INFORMATION:**

From July 2022 through December 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:** January 19, 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.