



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **CLINICAL SYSTEMS ADMINSTRATOR**
(Provisional* Appointment)

SALARY: \$54,664 – \$75,071 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 with a Bachelor's degree, OR,
- (B) Graduation with an Associate's degree plus two (2) 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:

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.

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:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

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

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
435 EAST HENRIETT ROAD
ROCHESTER, NY 14620

Posting Date: June 13, 2024

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.