



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:**                   **COMPUTER PROJECT COORDINATOR  
(Provisional\* Appointment)**

**SALARY:**               \$71,374 – \$98,798 annually

**LOCATION:**             Monroe County Department of Information Services

### **JOB SUMMARY:**

This position is responsible for planning and directing systems analysis, systems design, and implementation projects. Such projects involve modification of existing information technology application systems, and may involve basic changes in information technology processing resources, methods, and techniques. Duties involve overseeing the work of project teams composed of analysts, programmers, programmer analysts, or other technical staff. The employee reports directly to, and works under the general supervision of a higher-level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of an equivalency diploma, plus EITHER:
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in an information technology field, plus two (2) years paid full-time or its part-time equivalent experience in computer programming, computer design, systems development, or information technology project management; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (E) Eight (8) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

### **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.

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

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** May 10, 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.