



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:**                   **CONTRACT MANAGEMENT COORDINATOR ASSISTANT**  
(Provisional\* Appointment)

**SALARY:**               \$36,870 - \$46,761 annually

**LOCATION:**             Monroe County Department of Finance

**JOB SUMMARY:**

The position is responsible for developing and monitoring standard contracts for Monroe County. The employee works closely with program specialty staff and vendors in the development, implementation, and monitoring of contracts. This position differs from Contract Management Coordinator as work is performed at a less independent level, and lacks supervisory duties. The employee reports directly to and works under the general supervision of the Purchasing Manager, Contract Management Coordinator, or other higher-level staff member. 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 of paid full-time or its part-time equivalent professional\*\* experience in developing, monitoring, or reviewing contracts; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years experience as described in (A) above; OR,
- (C) Six (6) years experience as described in (A) above; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

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

**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 RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** November 26, 2018

**Posting Deadline:** December 21, 2018

\*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.