



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

**TITLE: DIRECTOR OF ADMINISTRATIVE SERVICES
(Provisional* Appointment)**

SALARY: \$71,060 - \$91,547 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is an upper level management position in the Department of Human Services responsible for directing the activities of the department's fiscal programs and operational support units. Such units include finance, staff development, operations, and information systems support. The employee reports directly to and works under the general supervision of the Deputy Commissioner of Human Services. General supervision is exercised over division head level staff. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business or Public Administration, Accounting, Finance, Mathematics or Economics, plus three (3) years paid full time or its part time equivalent experience responsible for planning, coordinating and directing the activities of a program or function that also included supervision of staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business or Public Administration, Accounting, Finance, Mathematics or Economics, plus four (4) years of experience as defined by the limits of (A) three (3) years of which must have included supervision of staff; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) 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.

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: May 26, 2020

Posting Deadline: June 12, 2020

*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.