



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea Guzzetta
Director

**TITLE: DIRECTOR OF FINANCIAL ASSISTANCE SERVICES
(Provisional* Appointment)**

SALARY: \$89,745 - \$115,735 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is an administrative position in the Department of Human Services responsible for directing the development and implementation of financial assistance services for the department. Financial assistance services include temporary assistance, Medicaid, food stamps and income eligible day care for eligible persons. The employee reports directly to and works under the general supervision of the Commissioner of Human Services, with wide latitude allowed for independent decision-making. General supervision is exercised over a professional 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 Public or Business Administration, Public Health, or a human services or behavioral science**, plus one (1) year full time paid or its part time equivalent administrative or supervisory experience in a human services setting***; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public or Business Administration, Public Health or a human services or behavioral science**, plus two (2) years full time paid or its part time equivalent experience in a human services setting**, one (1) year of which must have been in an administrative capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years full time paid or its part time equivalent experience in a human services setting***, one (1) year of which must have been in an administrative capacity; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**Human services includes, but is not limited to, Social Work, Social Welfare, Counseling, Educational Psychology, Industrial and Labor Relations. Behavioral sciences includes, but is not limited to: psychology, sociology and anthropology.

***Human services setting is defined as an organization whose function is to provide assistance to individuals in need. Human service agencies are involved in the delivery of social, economic or emotional support services to people in our society who are having difficulty coping with the pressures and strains of life/or to

enhance the quality of life. Experience must involve direct contact with clients in need of services and requires judgment on the part of the individual in dealing with and responding to the client.

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: September 9, 2021

Posting Deadline: September 30, 2021

*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.