



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE: DIRECTOR OF CHILDREN'S CENTER  
(Provisional \* Appointment)**

**SALARY:** \$84,875 - \$117,486 annually

**LOCATION:** Monroe County Department of Human Services  
**Children's Detention Center**  
**Located at 400 Rush Scottsville Road, Rush NY 14543**

**JOB SUMMARY:**

This is an administrative management position responsible for directing and coordinating all programs and services for adolescent youth residing in the Monroe County Children's Center, a secure detention facility. Duties involve the development, implementation and interpretation of policies and procedures relative to the operation of the secure detention facility program in accordance with the New York State Office of Children and Family Services. The employee reports directly to, and works under the general supervision of the Commissioner of Human Services or other higher-level staff member. General supervision is exercised over an Assistant Director of Children's Center and other professional, clerical and maintenance staff. 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 Master's degree plus four (4) years paid full-time or its part-time equivalent experience supervising, coordinating, or managing casework, residential programs, group counseling, juvenile rehabilitation, social work or similar experience for youth (up to and including age twenty-one [21]) or in law enforcement, corrections, security work, or as military police; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus five (5) years paid full-time or its part-time equivalent experience as stated in (A) above; OR,
- (C) An equivalent combination of education 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.

**ADDITIONAL INFORMATION:**

From July 2022 through October 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 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, RM. 752B  
ROCHESTER, NEW YORK 14620

**Posting Date:** December 21, 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.