



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE: EXECUTIVE SECRETARY TO THE DIRECTOR OF DIVERSITY, EQUITY AND INCLUSION**

**SALARY:** \$43,336 - \$59,377 annually

**LOCATION:** Monroe County Department of Diversity, Equity and Inclusion

### **JOB SUMMARY:**

This is a high level secretarial position, located at Monroe County's department of Diversity, Equity and Inclusion, and is responsible for the performance of confidential and complex secretarial tasks. Duties involve solving office management problems and referring or responding to inquiries, acting on behalf of the administrator in accomplishing routine administrative business, and typing and/or composing confidential materials. The employee reports directly to, and works under the general supervision of the Director of Diversity, Equity and Inclusion. Does related work as required.

### **CHARACTERISTICS OF THE IDEAL CANDIDATE:**

- A. Prior experience in an executive secretary or similar high level administrative assistant position.
- B. Experience with drafting content for social media and sending organization wide communications on behalf of a department.
- C. Proficiency in Microsoft Office Suite, Zoom & comfort with computer technology, basic financial systems and SAP.
- D. Experience with scheduling, inventory control, and managing departmental budget.
- E. Experience in event planning and management.
- F. Experience with community engagement programs.
- G. Excellent verbal and written communication skills.
- H. Comfortable working in a fast-paced environment, where confidentiality and flexibility are key.
- I. Exceptional office management & organizational skills.

### **SPECIAL REQUIREMENTS:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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.

**ADDITIONAL INFORMATION:**

Effective April 2023 through October 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**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:** April 25, 2023

**Posting Deadline:** Until Filled