



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** MANAGEMENT ASSISTANT (2 Provisional\* Appointments)  
**SALARY:** \$35,452 - \$45,547 annually  
**LOCATION:** Monroe County Department of Public Health - WIC or Early Intervention/Pre School Program

### **JOB SUMMARY:**

This is a staff position responsible for performing a variety of office management tasks including coordinating the functions of a large department, unit or agency in order to allow an administrator to execute more substantive duties. The employee reports directly to and works under general supervision of an administrator with wide leeway allowed for attending to administrative details. When working on complex projects or confidential matters, these employees work closely with the administrator. The employee also represents the administrator at meetings. Supervision may be exercised over a subordinate staff. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Five (5) years of paid full-time or its part-time equivalent professional\*\* experience\*\*\* responsible for project or program management\*\*\*\*, office management\*\*\*\*, or program or project development and implementation\*\*\*\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years of professional experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Master's degree, plus one (1) year of professional experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

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

\*\*\* all qualifying experience will have constituted the main focus or major component of your job.

\*\*\*\* management experience for the purpose of these minimum qualifications is defined as having complete control over an organizational unit, or providing direction and guidance to staff in the activities of an office, project or program. Examples of unacceptable experience include, but are not limited to, interviewing, conducting research, or assessing program eligibility.

\*\*\*\*\* project or program for the purpose of these minimum qualifications is defined as an organized group of activities performed to accomplish a specific goal or carry out policy aimed at improving or changing existing conditions, practices or procedures.

### **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.

<b>Send Civil Service Application to:</b>	Monroe County Department of Public Health 111 Westfall Road - Human Resources Rm:752B Rochester, NY 14620
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**Posting Deadline:** March 16, 2012

\*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) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer