



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: ASSISTANT ADMINISTRATOR OF NURSING SERVICES (Non-Competitive)

SALARY: \$66,953 - \$86,256 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a professional administrative nursing position involving responsibility for the coordination, supervision and evaluation of nursing services for assigned areas. Employees in this class assume 24-hour administrative responsibility for these areas. The work is performed in accordance with New York State Department of Health and Federal Health Care Financing Administration Regulations. General supervision is received from the Nursing Administrator, with liberal allowance for the exercise of independent judgment and decision making in the performance of assigned duties. General supervision is exercised over a variety of professional support personnel. Does related work as required.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing or a related field, plus five (5) years of paid full-time or its part-time equivalent experience as a registered nurse in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing or a related field, plus six (6) years of paid full-time or its part-time equivalent experience as a registered nurse, five (5) years of which must have been in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus seven (7) years of paid full-time or its part-time equivalent experience as a registered nurse, five (5) years of which must have been in a supervisory capacity; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Possession of a current New York State License as a Registered Professional Nurse.

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.

Applications must be filled out in their entirety and can be downloaded from www.monroecounty.gov or www.monroehosp.org or obtained from:

Monroe Community Hospital
Personnel Department
435 East Henrietta Road
Rochester, NY 14620

Posting Deadline: August 30, 2013

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