



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: ASSISTANT PROJECT MANAGER – INFORMATION TECHNOLOGY (Temporary Appointment)

SALARY: \$58,330 - \$75,222 annually

LOCATION: Monroe County Department of Information Services

JOB SUMMARY:

This is a technical project management position responsible for managing the implementation of several small Information Technology related projects in a team environment. Most of these projects will be ERP related (SAP). The candidate must have the ability to work well with others; have excellent communication, coordination and documentation skills; and have knowledge of software development lifecycle methodologies. The employee reports directly to, and works under the general supervision of a higher level staff member. This assignment is expected to be 1 - 2 years in length.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited New York State registered college or university with an Associate's degree in Business Administration, Mathematics, or any computer science or information technology field, plus seven (7) years paid full-time or its part-time equivalent experience in information technology applications development through project management, one (1) year of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited New York State registered college or university with a Bachelor's degree in Business Administration, Mathematics, or any computer science or information technology field, plus five (5) years paid full-time or its part-time equivalent experience in information technology applications development through project management, one (1) year of which must have been in a supervisory capacity; 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.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ON LINE: www.monroecounty.gov

Posting Date: March 24, 2015

Posting Deadline: April 9, 2015

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>

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An Equal Opportunity Employer