



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: HOSPITAL ADMINISTRATOR INTERN

SALARY: \$73,515 - \$101,762 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is an administrative-level internship position responsible for providing assistance to the Deputy and Executive Health Director at Monroe Community Hospital, while completing the required courses to achieve a New York State Nursing Home Administrator's license. This position will develop and acquire supervisory responsibility for resident/patient care while participating in daily management decisions. Employees in this position completing the field experience requirement must not exceed a period of two (2) years and six (6) months from appointment, or be removed from this position. The employee reports directly to and works under the direct supervision of the Executive Health Director or other higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation with a Bachelor's degree or higher.

SPECIAL REQUIREMENTS:

A candidate needs to have received their primary COVID-19 vaccination series.

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 COMMUNITY HOSPITAL
435 EAST HENRIETT ROAD
ROCHESTER, NY 14620

Posting Date: January 20, 2023

Posting Deadline: Until filled