



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:**                    **ASSISTANT ADMINISTRATOR NURSING SERVICES**  
(Provisional\* Appointment)

**SALARY:**                 \$87,421 - \$121,011 annually

**LOCATION:**                Monroe Community Hospital

### **JOB SUMMARY:**

This is a professional administrative nursing position responsible for the coordination, supervision and evaluation of nursing services for assigned areas while assuming twenty-four (24) hour administrative responsibility for assigned level of care. The work is performed in accordance with New York State Department of Health and Center for Medicare and Medicaid Services (CMS) Regulations. The employee reports directly to, and works under the general supervision of a Nursing Administrator or other higher level staff member with wide leeway allowed for the exercise of independent judgement and decision making in the performance of assigned duties. General supervision is exercised over a variety of professional staff including Nurse Managers. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing or a closely related nursing field plus five (5) years 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 closely related nursing field plus six (6) years 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 an Associate's degree in Nursing or a closely related nursing field plus eight (8) years 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) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

### **SPECIAL REQUIREMENTS:**

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

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.

**SPECIAL REQUIREMENTS (continued):**

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.

**ADDITIONAL INFORMATION:**

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

**RESIDENCY REQUIREMENT:**

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

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COMMUNITY HOSPITAL – ATTN. HR  
435 EAST HENRIETT ROAD  
ROCHESTER, NY 14620

**Posting Date:** December 17, 2024

**Posting Deadline:** Until filled

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