



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **MANAGEMENT ASSISTANT**
(Provisional* Appointment)

SALARY: \$47,964 - \$64,486 annually

LOCATION: Monroe County Department of Information Services

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:

This position is subject to a background check for criminal convictions. Convictions will be considered but will position or otherwise required by law.

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 COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: January 15, 2025

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.