



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: NURSING ADMINISTRATOR (Provisional* Appointment)

SALARY: \$81,447 - \$104,914 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a high-level administrative position responsible for directing, planning and coordinating all nursing services provided at Monroe Community Hospital. The incumbent ensures the optimum level of nursing care for all patients and residents of the hospital. The employee reports directly to and works under the general direction of the Executive Health Director. General supervision is exercised over all nursing service personnel. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Hospital Administration, Business Administration, Public Administration, or closely related field, plus six (6) years of paid full-time or its part-time equivalent registered professional nursing experience, at least one (1) year of which shall have been in gerontological or rehabilitative nursing, and one (1) year of which shall have been in nursing administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing or closely related field, plus eight (8) years of paid full-time or its part-time equivalent registered professional nursing experience, at least one (1) year of which shall have been in gerontological or rehabilitative nursing, and one (1) year of which shall have been in nursing administration; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

NOTE: Candidates with a Master's degree in Nursing and a clinical specialization/concentration in gerontology or rehabilitation may substitute this for the one (1) year of specialized nursing experience required in options (A) and (B).

Candidates with at least one (1) year of administrative experience in a geriatric or rehabilitative facility may substitute this experience for the one (1) year of specialized nursing experience required in options (A) and (B).

SPECIAL REQUIREMENTS:

Possession of a valid New York State license as a Registered Professional Nurse at time of appointment.

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 and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: September 16, 2020

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.