



Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: OFFICE FOR THE AGING PROGRAM ADMINISTRATOR
(Provisional* Appointment)

SALARY: \$53,072 - \$72,885 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This position, located in the Department of Human Services, Office for the Aging, is responsible for administering proper program management of services to seniors that involves monitoring contracts, identifying new initiatives, and staff training. The employee reports directly to and works under the general supervision of the Director of the Office for the Aging or other higher-level staff member. General supervision is exercised over office technical and clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus five (5) years paid full-time or its part-time equivalent professional** experience in case management or program management dealing with the elderly (ages sixty [60] and up).

**Professional experience does not include clerical or secretarial type duties.

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.

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 COUNTY DEPARTMENT OF HUMAN SERVICES
111 WESTFALL ROAD, RM. 752B
ROCHESTER, NEW YORK 14620

Posting Date: January 5, 2023

Posting Deadline: March 3, 2023

*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.