



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea Guzzetta  
Director

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

**SALARY:** \$50,516 - \$69,374 annually

**LOCATION:** Monroe County Department of Human Services

**JOB SUMMARY:**

This is an administrative position in the Office for the Aging responsible for overseeing proper program management of services to seniors that involves monitoring contracts, identifying new initiatives, and staff training. General supervision is exercised over office technical and clerical staff. The employee reports directly to and works under the general supervision of the Director of the Office for the Aging. 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 in one of the behavioral sciences\*\* Human Services, Communications or Public Administration, plus four (4) years paid full time or its part time equivalent professional\*\*\* experience dealing with at-risk populations in the field of aging.

\*\*Behavioral science includes, but is not limited to, psychology, sociology and anthropology.

\*\*\*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.

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

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES  
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B  
ROCHESTER, NY 14620

**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.

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210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.  
An Equal Opportunity Employer

**Posting Date:** January 14, 2022

**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.