



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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**TITLE:**                   **PROJECT COORDINATOR – FINANCE**  
(Provisional\* Appointment)

**SALARY:**               \$47,569 - \$65,177 annually

**LOCATION:**             Monroe County Department of Research Strategy and Development

**JOB SUMMARY:**

This position in the Department of Finance is responsible for overseeing a variety of financially-related projects associated with Research Strategy and Development. The work involves interacting with both community and county leaders in building working relationships to establish project needs and goals. This employee exercises considerable independent judgment to problem solve by using complex software programs and database resources. The employee reports directly to and works under the general supervision of an administrative-level employee or other higher-level staff member. Supervision is not a responsibility of this position. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent management\*\* experience in a community service program, higher education, or government setting.

\*\*For the purposes of these minimum qualifications, management experience is defined as responsibility for the proper operation of the day-to-day activities of an agency, function, unit, or project.

**SPECIAL REQUIREMENTS:**

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.

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:**

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

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:** August 6, 2024

**Posting Deadline:** September 6, 2024

\*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.