



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **PLANNING REHABILITATION ASSISTANT**
(Provisional* Appointment)

SALARY: \$32,450 - \$41,154 annually

LOCATION: Monroe County Department of Planning and Development

JOB SUMMARY:

This is an entry-level position responsible for monitoring and inspecting residential properties, projects and programs funded through the Community Development Block Grant Program. Duties include working with and assisting homeowners, contractors, sub-contractors, sub-recipients, developers, and municipal representatives on project implementation and appropriateness of bids and proposals. This position performs less complex and independent work when compared to positions such as Rehabilitation Specialist by virtue of lacking responsibility for the performance of preparation and execution of work specifications, and conducting interim and final monitoring inspections of work performed, including report documentation. The employee reports directly to, and works under the general supervision of a Senior Rehabilitation Specialist or other higher-level staff member. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent experience in residential or commercial construction or rehabilitation; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience in building inspection or construction inspection; OR,
- (C) Two (2) years paid full-time or its part-time equivalent professional or staff support experience in grant analysis, development or administration, or housing or community development programs; OR,
- (D) An equivalent combination of experience as defined by the limits of (A), (B) and (C) above.

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.

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 RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: November 16, 2018

Posting Deadline: December 6, 2018

*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.