



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** **PLANNING AND DEVELOPMENT ASSISTANT**  
(Provisional\* Appointment)

**SALARY:** \$38,468 - \$52,707 annually

**LOCATION:** Monroe County Department of Planning and Development

### **JOB SUMMARY:**

This staff support position, located in the Monroe County Department of Planning and Development, is responsible for assisting with economic development initiatives and day-to-day activities, including federal and state programs. Duties involve information verification and associated data input, support activities and maintaining contact with outside agencies, businesses and not-for-profit agencies to explain program criteria and gather reporting information. The employee reports directly to, and works under the general supervision of the Community Development Initiatives Manager or other higher-level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

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

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus two (2) years paid full-time or its part-time equivalent experience in the maintenance of financial records, bookkeeping or account keeping; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) 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.

### **ADDITIONAL INFORMATION:**

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 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 RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** February 27, 2023

**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.