



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **PRINCIPAL CENTRAL POLICE SERVICES ADMINISTRATOR**
(Provisional* Appointment)

SALARY: \$63,147 - \$81,434 annually

LOCATION: Monroe County Department of Public Safety – Central Police Services

JOB SUMMARY:

This position is responsible for administering central police services for the purposes of addressing compliance with new mandates and policies, maximizing essential resources, and eliminating costly duplication of services provided by local police agencies and the Monroe County Sheriff's Office. Duties involve working with a multitude of New York State and county departments, public safety agencies, local elected officials, and other similar agencies and staff, and working jointly with the Monroe County Law Enforcement Council to improve training and communications for police officers. Duties also involve developing and providing consolidated programs to ensure the effective and efficient delivery of police services. Services include, but are not limited to, providing and/or funding state-of-the-art technology utilized in areas such as communication systems (voice and data, and mobile communications), developing centralized police reporting forms, working with administrators who provide firearms and police officer training, standardizing processes and interoperability among public safety agencies, and conducting program evaluations. Working on intergovernmental contracts, budgets/fiscal transactions, and grants are some other responsibilities of this position. The employee reports directly to, and works under the general supervision of the Director of Public Safety or other higher-level staff member. General supervision is exercised over the STOP DWI program and traffic safety staff. 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 a Master's degree plus four (4) years paid full-time or its part-time equivalent professional experience in intergovernmental program evaluation or intergovernmental contracting both of which must have involved budget preparation AND either policy development (or assisting with policy development), or program development and implementation, or project management, or services and contract negotiations and administration, all of which must have been in a law enforcement or public safety setting; OR,
- (B) 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 as described in (A) above; OR,
- (C) An equivalent combination of education and 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: September 20, 2021

Posting Deadline: October 4, 2021

*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.