



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **RECRUITER**
(Provisional* Appointment)

SALARY: \$41,249 - \$56,517 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This position is responsible for developing and executing a comprehensive recruitment program to attract qualified candidates and ensure the achievement of staffing goals on a continuous basis with a focus on high-needs areas. Duties involve developing innovative ways of engaging the public in order to educate them in the opportunities available, and developing relationships with community organizations, school districts, colleges, universities and other agencies. Utilizing various digital media and communication strategies including managing digital communication assets such as a website, job search engines, social media channels, e-mails, and multi-media presentations to implement effective presentations and digital communication are part of the duties. The employee reports directly to, and works under the general supervision of the Director of Human Resources 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 a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience in personnel activities involving recruitment; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience in personnel activities involving recruitment; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience in personnel activities involving recruitment; OR,
- (D) An equivalent combination of education and experience defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:

A candidate needs to be up to date which means a person has received all recommended doses in their primary series COVID-19 vaccine, and a booster dose when eligible.

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.

ADDITIONAL INFORMATION:

2 Positions Available

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COMMUNITY HOSPITAL
ATTENTION: PERSONNEL
435 EAST HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: May 31, 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.