



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:**                    **ROCHESTER- MONROE COUNTY YOUTH BUREAU  
EXECUTIVE DIRECTOR  
(Non-Competitive Pending\* Appointment)**

**SALARY:**                \$82,402 - \$114,064 annually

**LOCATION:**             Monroe County Department of Human Services

**JOB SUMMARY:**

This is an administrative position in the Department of Human Services responsible for directing the activities of the Rochester/Monroe County Youth Bureau. The Executive Director plans and coordinates comprehensive and innovative programs for the protection of youth and the improvement of services for youths in towns, villages and the City of Rochester. Work is performed in accordance with standards and policies established by the State of New York, Division for Youth. The employee reports directly to and works under the general supervision of the Commissioner of Human Services. General supervision is exercised over a staff of professional and clerical employees. 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 college or university with a Master's degree plus two (2) years paid full-time or its part-time equivalent management\*\* experience responsible for developing programming for youth services, youth development, or other youth programs; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent management\*\* experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*Management, for the purpose of these minimum qualifications, involves accountability for work/products/services, developing procedures and goals, ensuring compliance with administrative guidelines or regulations, and evaluating program performance.

**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:**

From July 2022 through December 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

**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 SERVICES  
111 WESTFALL RD. – ROOM 752B  
ROCHESTER, NEW YORK 14620

**Posting Date:** June 16, 2022

**Posting Deadline:** Until Filled

\*pending designation of this title means that Monroe County is awaiting State approval of non-competitive status for this title. Should the State determine that this title must be classified as competitive, you would be required to take a civil service examination for this position and place among the top three (3) to be reachable for permanent appointment.