



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **SENIOR ADMINISTRATIVE ANALYST**
(Provisional* Appointment)

SALARY: \$44,660 - \$56,640 annually

LOCATION: Monroe County Sheriff's Office

JOB SUMMARY:

This is a senior level staff position involving the analysis of operating procedures and review of the financial aspects of complex, municipal programs. The Senior Administrative Analyst reports directly to, and works under the general supervision of a department, division or agency head. General supervision may be exercised over technical or clerical personnel. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Three (3) years paid full time or its part time equivalent experience in administrative or program analysis, fiscal analysis, budget analysis, grants application, or program coordination; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Public Policy, or Urban Administration, or a closely related field plus two (2) years of experience as described in (A) above.
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

ADDITIONAL INFORMATION:

This position has a strong emphasis on data analysis. Incumbent must be able to do data collection, interpretation, deliver research findings and make recommendations based on these findings. Must be knowledgeable in research methods and data analysis.

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: February 8, 2021

Posting Deadline: February 22, 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.