



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea Guzzetta
Director

TITLE: SENIOR DATA MANAGER (Provisional* Appointment)

SALARY: \$46,932 - \$64,303 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is a senior level position responsible for department-wide data management, training and data security. This position differs from Data Manager by being responsible for prioritizing projects, developing and implementing data security policies, managing and supporting mobile devices, coordinating data management for the entire department, and ensuring compliance with New York State regulations. The employee reports directly to, and works under the general supervision of a higher level staff member. General supervision may be exercised over Data Managers and other subordinate 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 Bachelor's degree plus three (3) years paid full-time or its part-time equivalent professional** experience in data base creation and management, computer systems analysis, or systems design; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus five (5) years paid full-time or its part-time equivalent professional** experience as defined in (A) above; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent professional** experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**Professional experience does not include clerical, secretarial, receptionist duties or similar duties.

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 SERVICES
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B
ROCHESTER, NY 14620

Posting Date: January 14, 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.