



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **SENIOR DEBT MANAGEMENT COORDINATOR**
(Provisional* Appointment)

SALARY: \$68,637 - \$88,426 annually

LOCATION: Monroe County Department of Finance

JOB SUMMARY:

This is a professional position located in the Monroe County Department of Finance responsible for supervising the coordination of debt management activities for Monroe County government. Duties involve performing professional analysis of County debt matters such as bond/note disclosure statements, debt repayment schedules, quantitative and qualitative economic and market analysis in support of the County's credit rating as well as other strategic management activities. The employee reports directly to, and works under the general supervision of the Chief Financial Officer or other higher-level staff member. General supervision is exercised over a Debt Management Coordinator. 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 in Accounting, Economics, Finance, Business Administration or a closely related field plus three (3) years paid full-time or its part-time equivalent professional** government related or municipal advising experience working in accounting, claiming, finance, debt management, financial advising, investment banking or credit analysis; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Economics, Finance, Business Administration or a closely related field plus five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

**Professional experience does not include bookkeeping, account keeping or financial record keeping.

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: July 26, 2018

Posting Deadline: August, 17 2018

*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.