



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **SENIOR INFORMATION SPECIALIST**
(Provisional* Appointment)

SALARY: \$61,909 - \$79,837 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is a senior-level professional position in the public communications field responsible for coordinating, organizing and researching communication activities in an agency or school district. The incumbent works to promote an understanding and general knowledge about events, programs, and policies of employee and addresses direct inquiries from the news media or public requiring response. Duties also involve serving as the webmaster, and working closely with preparing scripts and taking photographs, and working with the media regarding breaking news. This level differs from the Information Specialist in its responsibility for coordinating, managing and supervising duties. The employee reports directly to and works under the general supervision of, the department head or other higher level staff member. General supervision is exercised over a subordinate technical 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 in Journalism, Public Relations, English Communications (not English Literature), Media Broadcasting, or closely related field; plus one (1) year of paid full-time or its part-time experience involving the preparation and presentation of material for public dissemination, including news releases or special reports; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

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 25, 2020

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.