



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE **HEALTH BUSINESS OPERATIONS COORDINATOR**
(Provisional* Appointment)

SALARY: \$58,544 - \$80,512 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is an administrative position responsible for assisting the Associate Director of Public Health with budget, finance, business operations, formulating business policies, and regulatory compliance monitoring within the Medical Examiner and Vital Records Office. Work involves administrative supervision of the budget and purchasing operations of the Medical Examiner and Vital Records Office, located at the Monroe County Ames Building. This position is characterized by its independence of action and judgement to plan and administer business operations programs and activities vital to the missions of the Medical Examiner and Vital Records Office within the Public Health Department. General supervision is exercised over purchasing and building service staff. The employee reports directly to and works under the general supervision of the Associate Director of Public Health or higher-level staff member. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

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

- (A) Graduation with a Master's degree in Business or Health Administration, Business or Financial Management, Accounting, Finance or a closely related field plus one (1) year paid full-time or its part-time equivalent experience in accounting, budgeting, financial analysis OR management; OR,
- (B) Graduation with a Bachelor's degree in one of the fields mentioned in (A) above, plus three (3) years paid full-time or its part-time equivalent 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.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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:

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

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 PUBLIC HEALTH
111 WESTFALL ROAD, RM. 752B
ROCHESTER, NEW YORK 14620

Posting Date: February 28, 2024

Posting Deadline: April 30, 2024

*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.