



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **CARDIOPULMONARY SERVICES MANAGER**
(Provisional* Appointment)

SALARY: \$81,570 - \$112,913 annually

LOCATION: Monroe Community Hospital

JOB SUMMARY:

This is an administrative position responsible for directing, planning, and coordinating the operations of the cardiopulmonary services unit at Monroe Community Hospital (MCH). Duties involve ensuring the optimum level of cardiopulmonary care is afforded to residents. Duties further developing and implementing policies, procedures, and standards for the unit, including quality assurance. The Manager also performs therapeutic duties when necessary. Duties are conducted in close cooperation with other hospital units such as Admissions, Medical, Nursing, and Administration regarding patient placement and establishing care plans. General supervision is exercised over a registered and/or licensed respiratory therapy staff. The employee reports directly to and works under general supervision of the Assistant Director of Patient Services or other higher-level staff member. Does related work as required.

PROPOSED MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, PLUS ALL OF THE FOLLOWING:

- (1) Possession of Registered Respiratory Therapist (RRT) credential issued by the National Board for Respiratory Care Inc. (NBRC), AND
- (2) Possession of a Respiratory Therapy (RT) license issued by the New York State Department of Education (NYSDOE), AND,
- (3) Three (3) years paid full-time or its part-time equivalent experience as a respiratory therapist, plus one (1) year of full-time or its part-time equivalent supervisory** or lead*** role experience in any position.

**supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale, and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

***lead role capacity is defined as someone who participates and leads and/or trains work crews, oversees projects, and/or directs and coordinates the work of others.

NOTE: Candidates must submit copies of their license and certificate at time of their application.

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 COMMUNITY HOSPITAL
435 EAST HENRIETT ROAD
ROCHESTER, NY 14620

Posting Date: April 5, 2024

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.