



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **COORDINATOR OF STAFF DEVELOPMENT**
(Provisional* Appointment)

SALARY: \$53,072 - \$72,885 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This senior-level position is responsible for the development, coordination and implementation of staff development and training, including orientation, in-service skill development, training programs, policy and procedures. Duties include monitoring education programs, training and testing for all staff to ensure all state, federal and county mandates are met. The employee reports directly to, and works under the general supervision of a higher-level staff member, with leeway allowed for the exercise of independent judgment and decision making. General supervision is exercised over professional and clerical employees. 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, two (2) years paid full-time or its part-time equivalent professional** experience in the delivery of programs which included experience in teaching or training***; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus one (1) year paid full-time or its part-time equivalent professional** experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Professional experience for the purpose of these minimum qualifications, does not include clerical, labor, maintenance or similar activities.

***Teaching or training is defined as experience and responsibility for the design, development, revision and in-service delivery of curricula and orientation programs, that incorporate competency based outcomes. Teaching and training experience must also include conducting, coordinating and reviewing formal need assessments, to ascertain where training resources should be expended.

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.

ADDITIONAL INFORMATION:

Effective February 2023 through December 2024 Monroe County will be providing full-time employees a quarterly \$1000 retention payment.

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 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 RD. – ROOM 752B
ROCHESTER, NEW YORK 14620

Posting Date: March 24, 2023

Posting Deadline: April 28, 2023

*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.