



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE: ASSISTANT DIRECTOR OF PUBLIC SAFETY**

**SALARY:** \$93,494 - \$129,417 annually

**LOCATION:** Monroe County Department of Public Safety

*PURSUANT TO SECTION 211 of the New York State Retirement and Social Security Law, the Monroe County Department of Public Safety is conducting a recruitment effort for the position of Assistant Director of Public Safety. We are canvassing to see if there are any interested non-retirees who would meet the minimum qualifications.*

### **JOB SUMMARY:**

This is an administrative position in the Department of Public Safety, responsible for assisting the Director and Deputy Director of Public Safety with planning, evaluating, and overseeing projects, with an emphasis on the Probation division. Employee will be on call 24 hours a day and may be required to work nights and weekends. The employee reports directly to, and works under the general supervision of the Director of Public Safety. General supervision is exercised over the Probation Director. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation with a Bachelor's degree in Criminal Justice, plus ten (10) years paid full-time or its part-time equivalent experience in the rank of Captain or higher in an organized police department of five-hundred (500) or more sworn officers in the State of New York, plus two (2) years of experience working in corrections.

### **SPECIAL REQUIREMENTS:**

Possession of a Federal Bureau of Investigation National Academy Associates (FBINAA) Certificate and completion of the Accreditation Assessor Training by New York State Division of Criminal Justice Services.

Must be a United States Citizen at the time of appointment.

This position is subject to a State and national 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!

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

**ADDITIONAL INFORMATION (continued):**

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

**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:** January 1, 2024

**Posting Deadline:** Until filled