



# Department of Human Resources & Civil Service

## Job Announcement

### Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:**                   **SHERIFF'S PROJECT MANAGER**  
(Provisional\* Appointment)

**SALARY:**               \$75,720 - \$104,815 annually

**LOCATION:**             Monroe County Sheriff's Office

**HOURS:**               Monday – Friday (Days)

**JOB SUMMARY:**

This position, located at the Monroe County Sheriff's Office, is responsible for providing leadership to and assisting with the direction, coordination, implementation, and completion of projects while remaining aligned with the strategy, commitments, and goals of the Sheriff's Office. Duties involve identifying, initiating, and executing projects. The employee reports directly to, and works under the general supervision of, the Undersheriff or other higher-level staff member. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation with a Bachelor's degree in Business Administration, Public Administration, Criminal Justice, Police Science, or closely related field, plus four (4) years paid full-time or its part-time equivalent experience in project management.

**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 HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** April 17, 2024

**Posting Deadline:** May 1, 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.