



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**Operations and Communications
Director**

DATE ADOPTED: 4/6/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for the general office operations including communications and administrative support for the Office of the Comptroller. Responsibilities include reviewing and publishing documents for internal and external communications, graphic design and creating content for social media. Work is performed under the general supervision of the Comptroller with wide leeway allowed in carrying out work assignments. Supervision is not a function of this position. Incumbent may be required to work offsite and outside normal business hours.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Proofreads drafts, provides graphic design, and copy edits for all Comptroller reports, social media, press releases, PowerPoint presentations, and internal and external correspondences;
2. Processes photo and video content for social media;
3. Organizes and maintains files and library of images for the Office of the Comptroller;
4. Maintains website content and site map including accessibility tagging or web-based content;
5. Acts as FOIL and records retention officer;
6. Drafts and implements policies and procedures for the Office of the Comptroller;
7. Writes and directs internal policies and procedures;
8. Represents the Office of the Comptroller in logistical and operational endeavors including public-facing events;
9. Facilitate onboarding of new employees;
10. Oversees administrative matters and directs workflow related to general administration;
11. Manages calendar for the Comptroller and staff;
12. Opens, screens, and prioritizes mail, email and phone calls for the Comptroller and staff;
13. Generates certificates and letters to members of the public;
14. Tracks budget expenditures and oversees procurement for the department including purchasing, contracting, and travel requests;
15. Prepares or assists other staff in the preparation and/or review of the annual budget;
16. Processes payroll for staff and serves as department liaison in all human resource matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the principles, practices and techniques of public relations;

Good knowledge of writing style, vocabulary, spelling and grammar with strong editing skills;

Good knowledge of the use of social media, visual/graphic tools, video and camera experience;

Good knowledge of computer applications such as spreadsheets, word processing, e-mail, database and photographic software such as MS Word, Excel, and PowerPoint, Adobe (Photoshop, InDesign, Illustrator), Canva and/or video software;

Good knowledge of software packages for word processing, spreadsheets and database management to produce a variety of reports and documents;



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- Good knowledge of office practices necessary to obtain a full range of office support services such as printing maintenance and supply services efficiently and cost-effectively;
- Good knowledge of computational skills to monitor unit activity, track budget accounts and oversee the purchase of supplies and equipment;
- Ability to research, verify and process information into a variety of informative reports;
- Ability to proofread copy materials and edit the work of others;
- Ability to schedule meetings involving numerous people with conflicting schedules; coordinate agendas, take minutes and prepare summary notes for meetings;
- Ability to learn and understand departmental functions and style of administrator to directly assist the administrator by screening inquiries and giving appropriate information;
- Personal characteristics commensurate with the demands of the position;
- Physical characteristics commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor’s degree in public relations, marketing, communications, journalism, public administration, or a closely related field and three (3) years of work experience in public relations or public administration;
- OR: (B) Associates degree in public relations, marketing, communications, journalism, public administration, or a closely related field and five (5) years of work experience as described above;
- OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: M/C	JURISDICTIONAL CLASSIFICATION: Competitive (PJC)
GRADE: MC	FLSA Code: OT Exempt
REVISION HISTORY: 04/06/26 (Formally Administrative Assistant to the Comptroller)	