



DUTCHESS COUNTY CLASS SPECIFICATION

Administrative Operations Coordinator

DATE ADOPTED: 9/10/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for the operations and administrative functions of a department. Duties include coordinating support services, personnel administration, timekeeping and payroll, oversight of the physical maintenance of buildings and grounds, fleet operations, phone/computer access for all staff, training coordination, inventory management, and special projects. Work is performed under the general supervision of a higher-level administrator. This position may be responsible for supervising the work of lower-level employees, including performance counseling and appraisals and scheduling for coverage.

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. Oversees the personnel administration for the department, including civil service matters, position management, personnel actions, workforce planning initiatives, and staffing needs;
2. Coordinates recruitment and onboarding processes, including interviewing and recommending candidates, completing pre-employment clearances, verifying credentials (at onboarding and thereafter), submitting system access requests, and maintaining departmental orientation materials;
3. Assists executive staff, directors, and supervisors with employee coaching, counseling, and disciplinary issues;
4. Assists employees with benefits inquiries and ADA accommodation requests in conjunction with Human Resources (HR) and Risk Management;
5. Assists in preparing recommendations for the annual department budget related to hiring, promotions, reclassifications, reallocations, and other personnel issues;
6. Prepares and reviews payroll, staffing, vacancy, and training reports to support workforce planning and operational decisions;
7. Coordinates with Risk Management to schedule evacuation drills and safety inspections and resolves reported safety concerns or urgent facility-related issues;
8. Oversees and coordinates buildings and grounds maintenance, fleet operations, inventory management, and special projects;
9. Administers and maintains departmental employee badge and building access permissions;
10. May supervise employees, including assigning and reviewing work, training new staff, completing performance appraisals and administering disciplinary actions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

Thorough knowledge of modern office practices, procedures and equipment; good knowledge of personnel, budgetary and purchasing practices in a public agency; knowledge of software packages for word processing, spreadsheets and database management to produce a variety of reports; knowledge of the laws, rules, policies and procedures relating to NYS civil service laws and rules and contractual provisions relating to personnel; working knowledge of timekeeping; ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on analysis of data collected; ability to lead and direct the work of others; ability to establish relationships and work effectively with people; ability to delegate work; ability to communicate effectively both orally and in writing; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in business, public administration, accounting or a related field and two (2) years of full-time paid general office work experience that involved payroll or personnel functions;
- OR: (B) Associate's degree in business, public administration, accounting or a related field and four (4) years of full-time paid general office work experience that involved payroll or personnel functions;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid general office work experience that involved payroll or personnel functions;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) 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: MANAGEMENT	JURISDICTIONAL CLASSIFICATION: COMPETITIVE
GRADE: MC	FLSA Code: OT EXEMPT
REVISION HISTORY:	