



DUTCHESS COUNTY CLASS SPECIFICATION

DIRECTOR OF ADMINISTRATIVE SERVICES

DATE ADOPTED: 1/04/1971

LAST REVISION: 9/15/2026

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DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and supervisory position in the Department of Community and Family Services (DCFS) responsible for directing and coordinating a broad range of administrative, operational, and support functions. These responsibilities include public reception services, confidential records operations, building and maintenance activities, administrative and procurement services, fleet operations, public information and FOIL response, and contract administration, along with coordination of computer information systems. Work is performed under the general supervision of the Commissioner of Community and Family Services, with wide leeway allowed in carrying out work assignments. General and direct supervision is exercised over a large subordinate staff.

TYPICAL WORK ACTIVITIES:

1. Directs technical staff responsible for workstation/device support, application support, troubleshooting, and maintenance independent of the County IT network while ensuring compliance with IT regulations and security requirements;
2. Coordinates and evaluates public reception operations, maintaining client flow, addressing inquiries, managing paperwork distribution, and ensuring safe and efficient visitor processing in collaboration with security personnel;
3. Administers the department's confidential records program, including scanning, filing, retention, and secure storage; ensures compliance with legal and regulatory standards while directing mail processing and internal supply distribution;
4. Manages building and maintenance operations across multiple locations, ensuring safe conditions, routine repairs, special project completion, and administration of building access control systems;
5. Directs administrative support and procurement services, including budgeting support, purchasing processes, requisitions, petty cash, P-Card coordination, vendor relations, travel reimbursement, and high-volume payment processing; ensures compliance with fiscal and purchasing regulations;
6. Coordinates departmental fleet management, including vehicle acquisition, inspections, assignment, maintenance scheduling, utilization tracking, and compliance with safety standards in alignment with Risk Management;
7. Acts as the Public Information Officer for FOIL and records request processing, and compliance activities; researches and retrieves records, documents response actions, and acts as primary liaison to the County Attorney's Office for FOIL-related matters;
8. Administers contract management and plans development, directing RFP preparation, contract drafting, submission, and renewals; ensures compliance with federal, state, and local regulations and oversees required plan submissions;
9. Directs and evaluates staff across multiple units, establishing performance expectations, providing guidance and training, monitoring productivity, and ensuring consistent application of departmental policies;
10. Develops and implements administrative and operational procedures, analyzes workflow efficiency, and recommends process improvements.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of administrative practices and procedures to develop, monitor and implement in a large organization with a multi-million dollar budget; knowledge of supervisory principles, personnel practices and procedures and techniques to supervise a large subordinate staff of professional and support personnel; knowledge of the policies, laws and regulations affecting Community and Family Services activities to recommend procedures and administrative changes necessary to provide services to the community; knowledge of a variety of Microsoft Office tools, including Word, Excel, Access, and Teams to prepare complex reports; ability to delegate work and supervise the work of others; ability to communicate effectively, both orally and in writing and to establish and maintain cooperative relations with staff of governmental and private agencies and the public; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree and three (3) years of full-time paid work experience directing and coordinating administrative or operational functions;
- OR: (B) Bachelor's degree in Business or Public Administration, or related field and four (4) years of full-time paid work experience as described in (A);
- OR: (C) An equivalent combination of education, training and experience between the limits of (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 by the U.S. Department of Education/U.S. Secretary of Education.

Definition of administration: Work which primarily involves responsibility for the business oriented management of a large functional unit or organization, and includes such areas as accounting, budget, building administration, finance, personnel, analysis and development and overall direction; it would not include a supervisor of a direct service unit that spends a small amount of time on personnel, financial accounts and budget.

SPECIAL REQUIREMENTS:

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

OFFICIAL USE ONLY:

COUNTY BARGAINING UNIT: M/C	JURISDICTIONAL CLASSIFICATION: COMPETITIVE
COUNTY GRADE: MG	COUNTY FLSA Code: OT-EXEMPT
REVISION HISTORY: 1/4/71, 7/24/84, 9/22/94, 11/07/96, 7/9/01, 9/15/26	