



DUTCHESS COUNTY CLASS SPECIFICATION

ADMINISTRATIVE AND BOARD COORDINATOR (CITIES)

DATE ADOPTED: 7/9/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsible administrative work in support of a City advisory or quasi-judicial board, specifically the Planning Board and the Zoning Board of Appeals (ZBA) and other City land-use boards, committees, or commissions as applicable. The incumbent serves as the primary administrative liaison between the Boards, applicants, city departments, and the public. The work includes coordinating logistics meetings, preparing agenda materials, maintaining official records, summarizing Board actions, and ensuring compliance with statutory notice, filing, and record-retention requirements relevant to planning and zoning matters. The Administrative and Board Coordinator works under a higher-level administrator with considerable independence, prioritizing tasks and applying knowledge of board, committee, and commission procedures, municipal operations, and applicable State and local laws including zoning and land-use regulations. The role requires significant attention to detail, accuracy in documenting Board proceedings, and discretion in handling sensitive or confidential information.

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. Coordinates and attends meetings of the Planning Board and Zoning Board of Appeals and other City land-use boards, committees, or commissions as applicable; prepares and publishes agenda packets, distributes materials, and ensures that required statutory and public notices are issued;
2. Records, summarizes, and prepares minutes of Planning Board, ZBA meetings and other City land-use boards, committees, or commissions as applicable, accurately capturing motions, decisions, and supporting rationale tied to land-use reviews, variances, appeals, and site plan applications;
3. Maintains board files, records, case histories, and correspondence for the Development Department regarding planning and zoning matters;
4. Screens, organizes, and prioritizes incoming submissions related to development proposals, variance requests, and zoning appeals;
5. Assists in reviewing submissions for completeness before placement on agendas;
6. Acts as an administrative coordinator and as a resource to Planning Board and ZBA and other City land-use boards, committees, or commissions related to membership, appointments, and term tracking as well as member procedures, local zoning regulations, and hearing protocols;
8. Oversees and performs clerical duties such as data entry, filing, scanning, indexing, inventory management, and maintaining official case files; prepares and processes a variety of documents, correspondence, invoices, and reports, etc. related to the Development Department;
9. Conducts special projects or research related to the Development Department and planning and zoning administration;
10. May provide directions to clerical staff assisting with Development Department and other City land-use boards, committees, or commissions as applicable.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of municipal planning processes, zoning regulations, land-use review procedures, and the roles of the City land-use board, committees, and commissions including the Planning Board and the Zoning Board of Appeals; knowledge of meeting notice requirements, agenda preparation, minutes drafting, and public record management specific to planning and zoning cases; knowledge of State laws governing planning and zoning activities, including open meetings requirements and statutory filing obligations; ability to interpret zoning codes, application requirements, and procedural rules. ability to maintain confidentiality when handling sensitive development proposals. ability to prioritize work and meet deadlines; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; personal characteristics commensurate with the demands of the position; physical characteristics commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Associate's degree and three (3) years of full-time paid secretarial or general office work experience which included all the following: public contact, use of software packages for word processing and spreadsheets at a level higher than data entry;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid secretarial or general office work 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 as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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: N/A	JURISDICTIONAL CLASSIFICATION: COMPETITIVE
COUNTY GRADE: N/A	COUNTY FLSA Code: N/A
REVISION HISTORY:	