

DIRECTOR OF CENTRAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS:

This is high-level administrative work involving responsibility for a variety of County central service functions including: bidding, contract administration, purchasing, records management, mail services, printing and reproduction services, automotive fleet management and telecommunication services. Work is performed under the general direction of the County Executive who has delegated to the incumbent authority to hire or remove subordinate staff, and to purchase supplies and equipment in accordance with Articles III and XXVIII of the Administrative Code of Dutchess County. Wide leeway is allowed in the planning and conduct of work. Supervision is exercised over subordinate employees.

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. Directs the development of County purchasing and Central Services administrative policies;
2. Oversees the negotiating and contracting for the purchase of equipment, supplies and services required by the County;
3. Oversees the disposal or sale of surplus materials;
4. Oversees the operation of a central supply warehouse;
5. Plans, develops, and upon approval of the County Executive and the Legislature, implements records management policies to improve existing systems or develop more appropriate systems for the storage, retrieval and protection of governmental reports, records and other information contained on paper, microfilm, computer programs or other media;
6. Coordinates, utilizing records retention schedules, compliance with governmental record keeping requirements and oversees the transferring of active records to archival storage;
7. Establishes, maintains and supervises a central mailroom facility which processes County inter-departmental mail, the U.S. Mail and other private mail and freight shipping and delivery systems;
8. Plans and oversees the use and maintenance of office machinery such as copiers in order to maintain or improve departmental functions;
9. Plans and oversees the operation of a central reproduction facility which utilizes in-house photostatic or offset equipment, and contracts with vendors for large or complex reproduction services;
10. Oversees the acquisition, maintenance and operation of the County automotive fleet;
11. In conjunction with the Office of Computer Information Systems, develops and maintains the County centralized telecommunications systems;
12. Enters into agreements with various municipal governments and other authorized agencies to provide a variety of the above services to them on an inter-municipal cooperative or fee basis;

DIRECTOR OR CENTRAL SERVICES (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of administrative principles and practices to effectively administer a complex and diverse function of County government;

Knowledge of markets, trade conditions, business methods and governmental purchasing practices involving the purchase of a wide range of services, products and commodities in order to facilitate bidding, purchasing and contract administration;

Knowledge of Federal, State and local law, code and rules regulating governmental purchasing and records retention;

Knowledge of office management principles and practices and records storage and retrieval systems;

Knowledge of fleet administration;

Ability to plan and supervise the work of others;

Ability to interpret complex written and oral information;

Ability to use a variety of business software for budgeting, communicating and reporting;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in Business or Public Administration, Political Science, Economics or a related field AND four (4) years of administrative experience in the general management of a large organization with multiple functional units and which included large quantity purchasing, budgeting, forecasting and administrative-level supervision;
- OR: (B) Graduation from a New York State registered or regionally accredited college or university with an Associate's degree in Business or Public Administration, Political Science, Economics or a related field AND six (6) years of administrative experience in the general management of a large organization with multiple functional units and which included large quantity purchasing, budgeting, forecasting and administrative-level supervision;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

DIRECTOR OR CENTRAL SERVICES (Cont'd)

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver's license at time of appointment.

NOTE:

1. A large organization with multiple functional units is defined as one which employs a large number of employees and which maintains multiple units with separate, unrelated functions contributing toward an organization-wide mission (e.g., professional staff, housekeeping, groundskeeping, food service, transportation, administrative support, etc.)

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ADOPTED: 12/12/84

REVISED: 10/23/87 9/12/11