



DIRECTOR OF ADMINISTRATIVE SERVICES
Department of Community and Family Services
Salary: \$105,665 - \$117,618

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:

To view a complete list of job duties, click [here](#).

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 the time of application, and to maintain the position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before 10/16/2026

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,

and mail it to the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie,
NY 12601

An EEO/AA Employer

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