



Director of Central Services

Dutchess County Office of Central and Information Services (OCIS)

Salary Range: \$99,118 –\$110,330

This is permanent high-level administrative work involving responsibility for a variety of County central service functions including: bidding, contract administration, purchasing, mail services, printing and reproduction 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:

Directs the development of County purchasing and Central Services administrative policies; oversees the negotiating and contracting for the purchase of equipment, supplies and services required by the County; oversees the disposal or sale of surplus materials; oversees the operation of a central supply warehouse; prepares annual budget and resolves ongoing issues relating to budget execution and compliance; 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; 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; enters into agreements with various municipal governments and other authorized agencies to provide a variety of the above services on an inter-municipal cooperative or fee basis; provides oversight to the P-Card program and policies, including resolving disputes between vendor and customer.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Business or Public Administration, Finance, Accounting or a related field AND four (4) years of administrative experience in the general management of a large organization with multiple functional units which included large quantity purchasing, budgeting, forecasting and administrative-level supervision;
- OR: (B) Associate's degree in Business or Public Administration, Finance, Accounting or a related field AND six (6) years of administrative experience in the general management of a large organization with multiple functional units 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.

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.

NOTE: 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.)

SPECIAL REQUIREMENT:

Possession of a valid driver license to operate a motor vehicle in New York State at time of appointment and to maintain 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 July 13, 2025.

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

Posted: 6/11/25