

BUDGET, FINANCE & PERSONNEL

RESOLUTION NO. 2026072

RE: AUTHORIZING SALARY FOR AN OPERATIONS AND COMMUNICATIONS DIRECTOR IN THE FOURTH QUARTILE OF THE CONFIDENTIAL SALARY SCHEDULE AS IT RELATES TO THE COMPTROLLER'S OFFICE

Legislators VALDÉS SMITH, ATKINS, MUNN, ARNOFF, BRENDLI, DRAGO, LAWLER, REDL, RHODES, SHAH and WINSBY offer the following and move its adoption:

WHEREAS, the Comptroller requested to reclassify the current position of Administrative Assistant to the Comptroller, a Grade MC position with a salary of \$76,167, to a new title, Operations and Communications Director, and

WHEREAS, pursuant to the Dutchess County Rules for the Classified Service of Dutchess County, the Commissioner of Human Resources analyzed the revised duties and responsibilities of the proposed new position of Operations and Communications Director, a job description now attached hereto and made a part herewith, and determined that the grade shall remain MC, and

WHEREAS, the Comptroller has requested that the Operations and Communications Director position be assigned a salary of \$92,500, and, such salary being within the fourth quartile, requires Legislative approval pursuant to Section 4(C)(2) of the Non-Union Benefit Plan, now therefore, be it

RESOLVED, that the Comptroller is hereby authorized, directed and empowered to fill the position of Operations and Communications Director for the Comptroller's Office, within the fourth quartile, at a salary not to exceed \$92,500.

CA-049-26
CEB/rjw
G-0114
04/06/2026
Fiscal Impact: See Attached

STATE OF NEW YORK

ss:

COUNTY OF DUTCHESS

This is to certify that I, the undersigned Clerk of the Legislature of the County of Dutchess, have compared the foregoing resolution with the original resolution now on file in the office of said clerk, and which was adopted by said Legislature on the 11 day of May 2026 and that the same is a true and correct transcript of said original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said Legislature this 12 day of May 2026.



JULIE SHIROISHI, CLERK OF THE LEGISLATURE

COORDINATION

Initialing indicates information only:

 County Executive

CS County Attorney (as to form)

PKB Human Resources

DPB/CS Comptroller

 Budget

**Office of the Comptroller
Dutchess County**

Dan Aymar-Blair
Comptroller

**22 Market Street
Poughkeepsie, NY 12601
(845) 486-2050**

**FAX: (845) 486-2055
E-MAIL: comptroller@dutchessny.gov**

Brian Kelly
Deputy Comptroller

Aileen Wagner
Director of Audit

TO: Sue Serino, Dutchess County Executive
FROM: Dan Aymar-Blair, Dutchess County Comptroller
DATE: March 30, 2026
RE: Fourth Quartile Salary for Operations and Communications Director

The Office of the Comptroller is requesting a salary in the Fourth Quartile for the newly created position of Operations and Communications Director. Fourth Quartile salaries require the approval of the Dutchess County Legislature.

The Operations and Communications Director replaces the Executive Assistant as the confidential secretary to the Dutchess County Comptroller. The incumbent is making \$76,167 in the Executive Assistant title. The new title, job description and salary are better aligned to the incumbent's duties and the needs of the Office.

The new salary of \$92,500 will not require new appropriations and is funded by savings from replacing Senior Program Analyst with an Accounting Clerk.

Please find attached the accompanying Resolution Request Form and Fiscal Impact Statement. Please let me know if you have any questions.

Thank you for your consideration.

CC:
Caroline Blackburn, County Attorney
A. Gregg Pulver, Deputy County Executive
Jessica White, Budget Director
Eoin Wrafter, Assistant County Executive

DK
3/30/26

FISCAL IMPACT STATEMENT

☒ NO FISCAL IMPACT PROJECTED

APPROPRIATION RESOLUTIONS

(To be completed by requesting department)

Total Current Year Cost \$ _____

Total Current Year Revenue \$ _____
and Source

Source of County Funds (check one): ☒ Existing Appropriations, ☐ Contingency,
☐ Transfer of Existing Appropriations, ☐ Additional Appropriations, ☐ Other (explain).

Identify Line Items(s):

Related Expenses: Amount \$ _____

Nature/Reason:

Anticipated Savings to County: _____

Net County Cost (this year): \$0 _____

Over Five Years: _____

Additional Comments/Explanation:

The Administrative Assistant to the Comptroller- Grade MC position #4655 is being reclassified to Operations and Communications Director- Grade MC with a salary increase of \$16,333. The additional cost is offset by savings generated by reclassifying a recently vacated Senior Program Assistant- Grade 10 position #3463 to an Accounting Clerk- Grade 9 position #5742, to better fit the required duties and responsibilities necessary in the department.

Prepared by: Dan Aymar-Blair

Prepared On: 3/30/26



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**Operations and Communications
Director**

DATE ADOPTED: 4/6/2026

LAST REVISION:

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for the general office operations including communications and administrative support for the Office of the Comptroller. Responsibilities include reviewing and publishing documents for internal and external communications, graphic design and creating content for social media. Work is performed under the general supervision of the Comptroller with wide leeway allowed in carrying out work assignments. Supervision is not a function of this position. Incumbent may be required to work offsite and outside normal business hours.

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. Proofreads drafts, provides graphic design, and copy edits for all Comptroller reports, social media, press releases, PowerPoint presentations, and internal and external correspondences;
2. Processes photo and video content for social media;
3. Organizes and maintains files and library of images for the Office of the Comptroller;
4. Maintains website content and site map including accessibility tagging or web-based content;
5. Acts as FOIL and records retention officer;
6. Drafts and implements policies and procedures for the Office of the Comptroller;
7. Writes and directs internal policies and procedures;
8. Represents the Office of the Comptroller in logistical and operational endeavors including public-facing events;
9. Facilitate onboarding of new employees;
10. Oversees administrative matters and directs workflow related to general administration;
11. Manages calendar for the Comptroller and staff;
12. Opens, screens, and prioritizes mail, email and phone calls for the Comptroller and staff;
13. Generates certificates and letters to members of the public;
14. Tracks budget expenditures and oversees procurement for the department including purchasing, contracting, and travel requests;
15. Prepares or assists other staff in the preparation and/or review of the annual budget;
16. Processes payroll for staff and serves as department liaison in all human resource matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the principles, practices and techniques of public relations;

Good knowledge of writing style, vocabulary, spelling and grammar with strong editing skills;

Good knowledge of the use of social media, visual/graphic tools, video and camera experience;

Good knowledge of computer applications such as spreadsheets, word processing, e-mail, database and photographic software such as MS Word, Excel, and PowerPoint, Adobe (Photoshop, InDesign, Illustrator), Canva and/or video software;

Good knowledge of software packages for word processing, spreadsheets and database management to produce a variety of reports and documents;



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**Operations and Communications
Director**

DATE ADOPTED: 4/6/2026

LAST REVISION:

Page 2 of 2

Good knowledge of office practices necessary to obtain a full range of office support services such as printing maintenance and supply services efficiently and cost-effectively;

Good knowledge of computational skills to monitor unit activity, track budget accounts and oversee the purchase of supplies and equipment;

Ability to research, verify and process information into a variety of informative reports;

Ability to proofread copy materials and edit the work of others;

Ability to schedule meetings involving numerous people with conflicting schedules; coordinate agendas, take minutes and prepare summary notes for meetings;

Ability to learn and understand departmental functions and style of administrator to directly assist the administrator by screening inquiries and giving appropriate information;

Personal characteristics commensurate with the demands of the position;

Physical characteristics commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Bachelor's degree in public relations, marketing, communications, journalism, public administration, or a closely related field and three (3) years of work experience in public relations or public administration;

OR: (B) Associates degree in public relations, marketing, communications, journalism, public administration, or a closely related field and five (5) years of work experience as described above;

OR: (C) An equivalent combination of training and experience as described in (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 REQUIREMENT:

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

COUNTY USE ONLY:

BARGAINING UNIT: M/C	JURISDICTIONAL CLASSIFICATION: Competitive (PJC)
GRADE: MC	FLSA Code: OT Exempt
REVISION HISTORY: 04/06/26 (Formally Administrative Assistant to the Comptroller)	

Budget, Finance, and Personnel Committee Roll Call

<i>District</i>	<i>Name</i>	<i>Yes</i>	<i>No</i>
District 16 - Fishkill and Beacon	Valdés Smith*	X	
District 9 - City of Poughkeepsie	Atkins*	X	
District 20 - Red Hook, Tivoli, and Rhinebeck	Munn*	X	
District 3 - LaGrange	Polasek*	X	
District 12 - East Fishkill	Metzger*	X	
District 1 - Town of Poughkeepsie	Redl (VC)	X	
District 4 - Hyde Park and Town of Poughkeepsie	Lawler (C)	X	
District 7 - Hyde Park and Pleasant Valley	Darrow	X	
District 8 - City and Town of Poughkeepsie	Brendli	X	
District 10 - City of Poughkeepsie	Johnson		ABSENT
District 18 - City of Beacon and Fishkill	Rhodes	X	
District 21 - East Fishkill	Caswell	X	

Present: <u> 11 </u>	Resolution: <u> </u>	Total : <u> 11 </u> <u> </u>
Absent: <u> 1 </u>	Motion: <u> </u>	Yes No
Vacant: <u> </u>		Abstentions: <u> </u>

2026072 AUTHORIZING SALARY FOR AN OPERATIONS AND COMMUNICATIONS
DIRECTOR IN THE FOURTH QUARTILE OF THE CONFIDENTIAL SALARY
SCHEDULE AS IT RELATES TO THE COMPTROLLER’S OFFICE

Roll Call Sheets

District	Last Name	YES	NO
District 16 - Fishkill and Beacon	Valdés Smith	X	
District 9 - City of Poughkeepsie	Atkins	X	
District 20 - Red Hook, Tivoli, and Rhinebeck	Munn	X	
District 3 - LaGrange	Polasek	X	
District 12 - East Fishkill	Metzger	X	
District 1 - Town of Poughkeepsie	Redl	X	
District 2 - LaGrange, Pleasant Valley & Town of Poughkeepsie	Arnoff	X	
District 4 - Hyde Park and Town of Poughkeepsie	Lawler	X	
District 5 - Town of Poughkeepsie	Shah	X	
District 6 - Town of Poughkeepsie	Kaul	X	
District 7 - Hyde Park and Pleasant Valley	Darrow	X	
District 8 - City and Town of Poughkeepsie	Brendli	X	
District 10 - City of Poughkeepsie	Johnson		ABSENT
District 11 - Clinton, Pleasant Valley, and Rhinebeck	Kearney	X	
District 13 - East Fishkill and Wappinger	Giles	X	
District 14 - Wappinger and Town of Poughkeepsie	Winsby	X	
District 15 - Wappinger	Faust	X	
District 17 - Town and Village of Fishkill	McHoul	X	
District 18 - City of Beacon and Fishkill	Rhodes	X	
District 19 - North East, Stanford, Pine Plains, Milan & Red Hook	Drago	X	
District 21 - East Fishkill	Caswell	X	
District 22 - Beekman and Union Vale	Tresca	X	
District 23 - Pawling, Beekman and East Fishkill	Rolison	X	
District 24 - Dover and Pawling	House	X	
District 25 - Amenia, Washington, Pleasant Valley & Millbrook	Alexander	X	
Present: <u>24</u>	Resolution: ____	Total : <u>24</u>	____
Absent: <u>1</u>	Motion: ____	Yes	No
Vacant: ____		Abstentions: ____	

CONSENT AGENDA: RESOLUTIONS 054, 064, 065, 066, 067, 068, 069, 070, 071, 072, 074, 075, 078, 079, 080, 081, 083, 084, 086, 087, 088 OF THE YEAR 2026