

## ASSISTANT COMMISSIONER (BUILDINGS)

### General Statement of Duties and Responsibilities

This is a management class of positions.

Under direction of the Commissioner, the First Deputy Commissioner, the Chief of Staff or a Deputy Commissioner, with full latitude for the exercise of independent initiative and judgment, oversees the activities of a major division or bureau of the Department of Buildings; performs related work.

### Examples of Typical Tasks

Oversees a major division or bureau of the Department of Buildings.

Participates in the formulation and implementation of the policies of the Agency, division or bureau and recommends changes in policies and procedures as deemed necessary. Develops project plans that identify schedules, costs, resources and necessary roles and responsibilities of bureaus and employees, and implements division or bureau strategic plans, ensuring consistency with the Agency's mission.

Provides a framework for the effective management and utilizes organizational and planning skills to execute projects effectively and on time; directs the work of managerial, professional, technical and support staff responsible for the operations of the division or bureau, including the establishment of short and long term plans, setting goals, objectives and priorities, allocates resources, including personnel, for the most effective utilization, and establishes and maintains organizational controls. Coordinates the activities of organizational units within a bureau in the Agency as necessary.

Represents the Commissioner of Buildings or Deputy Commissioner at meetings and conferences concerning policy and operational issues and Agency activities. Performs liaison functions relating to the operations of the Agency with Federal, State, local and City agencies.

Is responsible for the preparation of legally mandated reports regarding the area of responsibility, and their submission to government agencies.

ASSISTANT COMMISSIONER (BUILDINGS) (continued)

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university and four years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, executive or consultative capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to “1” above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience as described in “1” above.

**Direct Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.