

DUTIES STATEMENT

EXECUTIVE DEPUTY COMMISSIONER FOR MENTAL HYGIENE

Duties and Responsibilities

In accordance with Chapter 22, Section 552 of the New York City Charter, will serve in the position Executive Deputy Commissioner for the New York City Department of Health and Mental Hygiene, shall have the qualifications established pursuant to the mental health law for director of community services of a local government unit, pursuant to such law, and reports directly to the Commissioner.

Reports directly to and acts as a close confidential adviser to the Commissioner and will be responsible for overseeing the implementation of programmatic priorities of the Commissioner.

Responsible for policy, programmatic and strategic development and planning to ensure critical logistical and operational agency-wide needs are met.

Determine need for mental hygiene services and initiatives in the City, including the review and evaluation of all mental hygiene services and facilities in the City.

Oversee all administrative and fiscal responsibilities for agency divisions.

Manage expense and capital budgets to ensure sound management of agency finances.

Coordinates fiscal and programmatic administration of contracts awarded by the Department for mental hygiene services.

Identify opportunities for improvement in operational efficiency and effectiveness including the use of information technology to create efficiencies and maximize resources.

Develop and implement metrics to gauge agency effectiveness.

DUTIES STATEMENT (continued)

EXECUTIVE DEPUTY COMMISSIONER FOR MENTAL HYGIENE (continued)

Duties and Responsibilities (continued)

Responsible for coordination of mental health delivery systems, including but not limited to mental health program services and planning, developmental disabilities services, chemical/substance abuse services and health promotion.

Ensures compliance with legislative mandates, Article 28 regulations and interprets and evaluates legislative proposals and their impact on the agency.

May act for the Commissioner of Health in his/her temporary absence.