

**ASSISTANT COMMISSIONER, CITYWIDE PAYMENT SERVICES &
STANDARDS (FINANCE)**

General Statement of Duties and Responsibilities

Under executive direction, with wide latitude for the exercise of independent initiative and judgment, is responsible for modernizing payment options available to the public, simplifying access to payment related services, and enhancing efficiency associated with payments and collections. This is a management class position. All personnel perform related work.

Examples of Typical Tasks

Assists Executive Leadership in formulating Department policies and in translating those policies into a working program

Develops risk mitigation, relevant operational practices, and adopts different preferred payment options

Directs the modernization of payment options

Directs and coordinates city wide payments and collection solutions and recommends improvements for payment solutions

Directs and coordinate all office services and general administrative functions

Establishes citywide metrics to track citywide progress, ensuring ongoing efficiency; produces periodic management reports.

Work with other city agencies to provide payment options and collection services

**ASSISTANT COMMISSIONER, CITYWIDE PAYMENT SERVICES &
STANDARDS (FINANCE) (continued)**

Qualification Requirements (continued)

1. A Master's degree from an accredited college in economics, finance, business or public administration, human resource management, management science, operations research, organizational behavior, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in or a combination of the following: economic or financial administration, fiscal or economic research, management or method analysis, operations research, organizational research or program evaluation; in public administration. 18 months of this experience must have been in an executive, administrative, managerial or supervisory capacity. Supervision must have included supervising staff performing professional work in the area described above.
2. A baccalaureate degree from an accredited college in the areas described in "1" above and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory capacity as described in "1" above.

Direct Lines of Promotion

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