

**ASSOCIATE COMMISSIONER (FINANCE)**

**General Statement of Duties and Responsibilities**

Under executive direction, with latitude for the exercise of independent judgment and initiative, will oversee the division and is responsible for policy formation, planning and evaluation of procedures and personnel management. This is a management class of positions. All personnel perform related work.

**Examples of Typical Tasks**

Recommends changes in policies and procedures when needed.

Develops and implements division strategic plans, ensuring consistency with the agency's mission.

Directs the work of executive, managerial, professional, technical and support staff responsible for the operations of the division, including the establishment of short- and long-term plans, setting goals, objectives and priorities, allocating resources and personnel in order to utilize and maintain organizational controls.

Performs liaison functions relating to the operations of the agency with Federal, State, local and City agencies.

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

Develops key administrative and managerial staff and ensures an adequate training plan is developed and implemented for all subordinate personnel as well as proper coordination with the departmental training program.

Resolves operating problems with appropriate members of the department's executive and administrative staff.

**ASSOCIATE COMMISSIONER, (FINANCE) (continued)**

**Examples of Typical Tasks** (continued)

Assists with policy development, creating clear reporting structures, deliverables, and service standards.

Establishes, implements and monitors performance measures and benchmarks to meet goals.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and 4 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, or executive capacity or supervising personnel performing activities related to the duties of the position.

**Direct Lines of Promotion**

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