

DUTIES STATEMENT

DEPARTMENT OF FINANCE

FIRST DEPUTY COMMISSIONER (FINANCE)

Under executive direction of the Commissioner of Finance, with wide latitude for the exercise of independent initiative and judgment, participates in the formulation and implementation of the agency, division or bureau policies and recommends changes in policies and procedures as deemed necessary.

Represents the Commissioner and the agency at press conferences, community meetings, legislative hearings, and other public meetings; initiates complex action entailing the coordination of multiple agency divisions and governmental agencies and community groups.

Develops and implements division or bureau strategic plans ensuring consistency with the agency's mission; provides executive direction to DOF's operational divisions, directs the work of executive, 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, allocating resources, including personnel, for the most effective utilization, and establishing and maintaining organizational controls.

Performs related work.