

DIRECTOR, BOROUGH PRESIDENT OFFICE OF ADMINISTRATION

General Statement of Duties and Responsibilities

Under policy direction of the Borough President, with the widest latitude for independent action and judgment, the Director of Administration serves as Chief Administrative and Fiscal Officer of the department. The Director of Administration develops policy and provides overall direction for the Fiscal Affairs unit, Personnel Office and Office of General Services. In the absence of the Borough President, the Director of Administration acts for the Borough President in these areas.

Examples of Typical Tasks

Assist the Borough President in the formulation and implementation of the department's administrative and fiscal policies, interpret Citywide and departmental administrative and fiscal regulations to the Borough President's executives and staff within the Office of Administration, and direct implementation of these policies.

Advise the Borough President and their executive level staff of significant administrative/fiscal policies and issues; meet with them to resolve these issues.

Direct and coordinate the work of the following units: Office of General Services, Fiscal Office and Personnel Office.

Represent the department on matters affecting the Borough President's administrative and fiscal programs with other governmental bodies: Mayor's Office, Office of Management and Budget, Department of Personnel, City Comptroller.

Represent the Borough President on matters dealing with local Community Planning Boards' administrative and fiscal issues. Meet with community civic organizations and constituents on a variety of matters at the request of the Borough President.

DIRECTOR, BROUGH PRESIDENT OFFICE OF ADMINISTRATION (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and at least seven (7) years of experience in an executive or managerial position with specialization in Administration, Fiscal Management or Business Management, with at least five (5) of those years in a full-time paid position.
2. A satisfactory equivalent of education and experience.