

ASSISTANT COMPTROLLER

Duties and Responsibilities

This is a managerial class position with a wide latitude for independent judgement and decision making and serves as a top-level advisor to the Deputy Comptrollers/executive staff and oversees one or more of the thirteen bureaus and/or other vital division(s) within the agency.

Coordinates the day-to-day operations of the assigned bureaus/divisions, including the Bureau of Economic Development, Bureau of Policy, Bureau of Labor Law, Bureau of Law and Adjustment, and the divisions of Financial Audit, Performance/Management Audit, Human Resources and Labor Relations, Strategic Operations, and Public Finance. Monitors the internal and external environment and is responsible for making policy decisions, formulating and implementing strategic plans for the Agency related to their assigned areas. May represent the comptroller at legislative hearings, meetings with internal and/or external stakeholders including elected officials, press/media outlets, constituents, state/local government entities, non-profits, community organizations, advocacy groups etc. Provides timely briefings to the Comptroller and the executive staff on relevant policy areas and oversees production of reports, confidential analyses, policy briefs, white papers etc. and recommends policy positions on legislative, regulatory and other initiatives.

Qualification Requirements

1. A baccalaureate degree from an accredited college and a minimum of four (4) or more years of satisfactory full-time experience in an executive, administrative, or managerial capacity in the areas related to the assignment; or,
2. Education and/or experience which is equivalent to "1" above.

Lines of Promotion

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