

DEPUTY DIRECTOR
(DIVISION OF MAINTENANCE AND OPERATION)
(New York County District Attorney)

General Statement of Duties and Responsibilities

Under executive direction, with very broad latitude for the exercise of independent initiative and, judgement, assists the Director (Division of Maintenance and Operations) in the direction, coordination and control of all functions and activities of the Facilities and Fleet Management, and Telecommunications units within the Operations department at the Manhattan County District Attorney's Office; performs related work.

Examples of Typical Tasks

Assists in the management of several agency administration units including Facilities Design, Facilities Management, Operations Central, Fleet and Telecommunications units of the Operations Department.

Assists the Director of Operations in the formulation and establishment of overall Facilities Management policy and procedures.

Assists in the coordination of divisional operations with other City agencies such as the Department of Citywide Administrative Services and Department of Health and Mental Hygiene.

Assists in the preparation of the annual divisional budget or budgets on an as needed basis.

Assists in the direction of periodic surveys of all agency properties to determine the need for upgrade, repair and maintenance work.

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Examples of Typical Tasks (continued)

Assists in the preparation of all necessary plans and specifications for all agency approved work.

Assists in the preparation for submittal to the District Attorney and senior staff the organization, training, and supervision of all Facilities Management staff. Directs the organization, training, and supervision of all department personnel.

Qualifications Requirements

A baccalaureate degree from an accredited college or university and five (5) years of full-time, satisfactory administrative, and managerial experience in facilities management, facilities design and construction or a related field.

Lines of Promotion

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