

ASSISTANT COMMISSIONER (ADMINISTRATIVE SERVICES - DORIS)

General Statement of Duties and Responsibilities

Under executive direction of the Commissioner and Deputy Commissioner, and with the widest latitude for the exercise of independent judgment and minimal review of decision and action, is responsible for policy implementation, grants, office services and general administrative functions; performs related work.

Examples of Typical Tasks

Assists the Commissioner and the Deputy Commissioner in formulating Agency policy and implementing policy into a working program.

Directs, coordinates, and supervises the Personnel, Budgeting, Payroll, Procurement, and/or State Grant units.

Provides required liaison and communication in conjunction with key offices and officials including, but not limited to the Office of the Mayor, Mayor's Office of Operations, Communications, Press Secretary, Office of Management and Budget, Office of Emergency Management, Department of Citywide Administrative Services, and Comptroller.

Anticipates and resolves administrative problems of the Commissioner, Deputy Commissioner, and other officers of the Agency.

Takes steps necessary to ensure that all deadlines are met in the preparation and circulation of agency reports, CAPA actions, legislative agenda, and communications such as the Mayor's Management Report and Continuity of Operations Plan.

Directs the agency's development of performance metrics that measure efficient service delivery.

Evaluates, and reviews when required, administrative procedures, communications, and practices.

Develops budgets, staffing and work plans Agency Programs.

Oversees preparation and submission of applications to external State and Federal funding sources.

Performs related tasks.

ASSISTANT COMMISSIONER (ADMINISTRATIVE SERVICES - DORIS) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and five (5) years of experience at an executive level in administrative services in a government agency, business or education institution; or
2. Education and/or experience which is equivalent to “1” above.

Direct Lines of Promotion

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