

ASSISTANT COMMISSIONER FOR OPERATIONS SUPPORT (ACS)

Duties and Responsibilities

This is a management class of positions. Under executive direction, with the widest latitude for the exercise of independent initiative and judgment, manages key administrative and logistical resources including, facility maintenance, records management, mailroom services, transportation, health and safety, mailroom services and emergency management. Performs related work.

Examples of Typical Task

Act as the chief and confidential advisor to the Associate Commissioner for agency emergencies, operations, and logistical support.

Directs and leads large operational units and oversees units' budget administration operations.

Participates in the development and implementation of both strategic and operational policies and plans to improve efficiencies and service the divisions' operational units.

Lead an administrative/supervisory team responsible for building services and facility maintenance, records management, mailroom, transportation, occupational health and safety and emergency management.

Provide input in the development of strategic plans and implements comprehensive security strategies and countermeasures to secure agency managed facilities and resources throughout the five boroughs of New York City.

Implement operational and strategic planning for the agency's records management and mailroom services units.

ASSISTANT COMMISSIONER FOR OPERATIONS SUPPORT (ACS) (continued)

Examples of Typical Tasks (continued)

Provide supervision to staff coordinating the workplace violence prevention program and engage in ensuring healthy and safe working conditions for staff members assigned to various offices across all boroughs.

Leads Continuity of Operation (COOP) contingency planning and 24-hour operations during emergencies.

Directs daily custodial and facility maintenance services for all administrative sites and 24-hour building operation services at the Children’s Center and two juvenile detention centers.

Maintains and leads logistical coordination and support for special ACS family and children programs to benefit all New York City communities.

Represent the Associate Commissioner at meetings and conferences concerning policy and operational issues and agency activities for all operational units.

Responsible for review and preparation of administrative reports.

Undertake other duties as assigned by the Associate Commissioner.

Qualification Requirements

1. Bachelor’s degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position; or

ASSISTANT COMMISSIONER FOR OPERATIONS SUPPORT (ACS) (continued)

Qualification Requirements (continued)

2. A combination of education and/or experience equivalent to “1” above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in “1” above.

Direct Lines of Promotion

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