

ASSOCIATE COMMISSIONER FOR FACILITIES OPERATIONS (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, oversees the agency's Police and Security services, Continuity of Operations (COOP), Emergency Management, Transportation, Records Management, Occupational Health and Safety and Building Operations and Facility Maintenance services at administrative sites, detention centers and the Children's Center. Performs related work.

Examples of Typical Tasks

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

Manage large operational programs and oversees bureaus' budget administration operations.

Develop both strategic and operational policies and plans to improve efficiencies and service the divisions' operational units.

Lead a management team responsible for police and security, building operations and facility maintenance, records management, mailroom, transportation, occupational health and safety and emergency management.

Ensure the training, equipping, development, and readiness of the ACS' Police and Contract Security Forces.

Develops strategic plans and oversees the implementation of comprehensive security strategies and countermeasures to secure agency managed facilities and resources throughout the five boroughs of New York City.

ASSOCIATE COMMISSIONER FOR FACILITIES OPERATIONS (ACS) (continued)

Examples of Typical Tasks (continued)

Directs operational and strategic planning for the agency's mail services and records management units.

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

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

Oversee 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.

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

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

Responsible for review and preparation of administrative reports.

Undertake other duties as assigned by the Deputy Commissioner.

ASSOCIATE COMMISSIONER FOR FACILITIES OPERATIONS (ACS) (continued)

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
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.