

**DUTIES STATEMENT**

**EXEMPT CLASS**

**FIRST DEPUTY COMMISSIONER (ACS)**

**Duties and Responsibilities**

In accordance with Chapter 24-B, Section 616 of the New York City Charter, under executive direction of the Commissioner of the Administration for Children's Services, with the widest latitude for independent judgment, develops strategies and policies to further agency's missions and priorities; perform duties upon the Commissioner of the Administration for Children Service's direct request; serves as a close and confidential adviser to the Commissioner for the Administration for Children's Services on child welfare, juvenile justice or agency strategies or initiatives. Represents the Commissioner at meetings with high level executives and other government officials.