

**FIRST DEPUTY COMMISSIONER (DDC)**

**Duties Statement**

This is a management class of positions. Incumbent performs related work.

Under the executive direction of the Commissioner, and with the widest latitude for the use of independent judgement and initiative, participates in the formulation and implementation of Agency policies and procedures. Develops and implements the Agency's strategic plans, ensuring consistency with the Agency's mission.

Directs the work of executive, managerial, professional, technical and support staff responsible for the operations of the Agency, including the establishment of short and long term plans, setting goals, objectives and priorities, allocating resources, including personnel, and establishing and maintaining organizational controls.