

**CHIEF OF STAFF TO THE
FIRST DEPUTY COMMISSIONER (DDC)**

Duties and Responsibilities

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

Under executive direction, with very broad scope for the exercise of independent initiative and judgment, serves as special assistant to the First Deputy Commissioner.

Assists in the supervision of the staff and the operations of the Office of the First Deputy Commissioner; attends to administrative and confidential details.

Assists in the development of departmental policies and procedures; conducts independent investigations and studies; prepares departmental and Citywide reports.

Coordinates and reviews information or recommendations from departmental staff. Prepares agendas and fact sheets and secures the necessary background material for use at meetings and conferences. Attends meetings with the First Deputy Commissioner and prepares the minutes of these meetings.

Is responsible for the planning, coordination, and administration of special programs and projects, as assigned.

Confers with departmental staff to secure information about current matters requiring the First Deputy Commissioner's decision.

Represents the First Deputy Commissioner, when so designated, in contacts with departmental staff, representatives of other City, State, and Federal agencies, and the public.

**CHIEF OF STAFF TO THE
FIRST DEPUTY COMMISSIONER (DDC)** (continued)

Duties and Responsibilities (continued)

As designated, interviews individuals and meets with groups desiring to see the First Deputy Commissioner; responds to inquiries from the public and governmental officials.

Participates in City-wide task forces as required.

Undertakes special projects at the request of the Commissioner.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in one or more of the following fields: operations research and analysis, policy analysis, public or business administration, engineering, architecture, real estate management, urban planning and development or a related field, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing duties in one or more of the fields described above; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of executive, managerial, administrative, or supervisory experience described in "1" above.

Lines of Promotion

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