

DEPUTY COMMISSIONER (DDC)**General Statement of Duties and Responsibilities**

This is a management class of positions. All incumbents perform related work.

Under administrative direction of the Commissioner and the First Deputy Commissioner, with full latitude for the exercise of independent judgement, action, and decision-making, has primary responsibility for the activities of a major division of the Department of Design and Construction.

Participates in the formulation and implementation of the agency or division policies and recommends changes in policies and procedures as deemed necessary. Develops and implements division 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 division, including the establishment of short and long-term plans, setting goals, objectives, and priorities, allocating resources, including personnel, for their most effective utilization, and establishing and maintaining organizational controls. Coordinates the activities of the division with other organizational units within the agency, as necessary.

Represents the Commissioner at meetings and conferences concerning policy and operational issues and agency activities. Performs liaison functions relating to the operations of the agency with Federal, State, and City agencies.

DEPARTMENT OF DESIGN AND CONSTRUCTION (850)

DEPUTY COMMISSIONER (DDC) (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 activities related to the duties or the positions; or
2. A combination of education and/or experience to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative, or supervisory experience in "1" above.

Direct Lines of Promotion

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