

FIRST DEPUTY COMMISSIONER (BIC)

Duties and Responsibilities

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

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

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

Examples of Typical Tasks

Represents the Commissioner/Chair in all dealings relating to administration and miscellaneous policy and programs affecting the operation of the Commission.

Assists the Commissioner/Chair in formulation of policy and translating new policy into operation.

Is the chief liaison for administrative matters with the Mayor's Office and other City agencies.

Provides guidance and problem solving solutions and advises the Commissioner/Chair regarding intergovernmental matters and their impact on Commission operations.

Performs complex research, prepares detailed reports, and makes key recommendations for the advancement of desired legislation at the City level.

Performs various high level specialized executive functions at the Commissioner's request.

FIRST DEPUTY COMMISSIONER (BIC) (continued)

Examples of Typical Tasks (continued)

Directs and manages the Commission's annual budget, including general funds and forfeiture funds.

Directs and is responsible for planning, analysis, selection and implementation of computerized record keeping systems for all departments within the Commission.

Directs and manages all personnel matters including hirings and separations, and compliance with Civil Service rules. Oversees all disciplinary actions and grievances.

Directs and manages Commission procurement actions involving the acquisition of goods, services and construction projects to maximize value.

Qualification Requirements

1. Bachelor's degree from an accredited college and four years of satisfactory experience of a nature, 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 classified in the Non-Competitive Class.