

**DEPUTY COMMISSIONER (TLC)**

**General Statement of Duties and Responsibilities**

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

Under the administrative direction of the Commissioner or Chief of Staff, with full latitude for the exercise of independent initiative and judgment, has primary responsibility for the activities of a major division of the Taxi and Limousine Commission; 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 related work.

**Direct Lines of Promotion**

None. This class of positions is classified in the Exempt Class.