

## **ASSISTANT COMMISSIONER (DDC)**

### **Duties and Responsibilities**

Under direction of the Commissioner, the First Deputy Commissioner, the Chief of Staff, the Deputy Commissioner, or the Associate Commissioner with full latitude for the exercise of independent initiative and judgment, oversees the activities of a division or area of responsibility of the Department of Design and Construction. This is a management class of positions. All incumbents perform related work.

### **Examples of Typical Tasks**

Participates in the formulation and implementation of the policies of the Agency, division or area of responsibility and recommends changes in policies and procedures as deemed necessary.

Develops project plans that identify schedules, costs, resources and necessary roles and responsibilities, and implements strategic plans, ensuring consistency with the Agency's mission.

Directs the work of managerial, professional and support staff responsible for the operations of the functional unit, including setting goals, objectives, and priorities, allocating resources, including personnel, for the most effective utilization and establishing and maintaining controls. Coordinates the activities of the area of responsibility with other agency areas, partner agencies, consultants, and stakeholders, as necessary.

Represents the Commissioner, the First Deputy Commissioner, or Deputy Commissioner, or Associate 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, local and City agencies, and stakeholders.

Is responsible for the preparation of legally mandated reports regarding the area of responsibility, and their submission to government agencies.

In the temporary absence of supervisor, may assume the duties of that position.

**ASSISTANT COMMISSIONER (DDC)** (continued)

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of experience of a nature to qualify for the duties of the position, 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.

**Lines of Promotion**

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