

ASSOCIATE COMMISSIONER (DDC)

Duties Statement

The Associate Commissioner supports the Commissioner and the First Deputy Commissioner by having primary responsibility for the activities of a major division of the Department of Design and Construction. The Associate Commissioner formulates and implements policies, recommends policy and procedural changes, develops and implements strategic plans consistent with the agency's mission, establishes short and long-term plans, sets goals and objectives, establishes organizational control, directs work, allocates resources, and coordinates the activities of the division with other organizational units within the agency. The Associate Commissioner also represents the Commissioner at meetings and conferences concerning policy and operational issues and agency activities and performs liaison functions relating to the operations of the agency with Federal, State, local, and city agencies.