

EXECUTIVE DIRECTOR (DDC)

General Statement of Duties and Responsibilities

Under supervision, with wide latitude for independent 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; performs 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.

Provides a framework for effective management and utilizes organizational and planning skills to execute projects effectively and on time; directs the work of managerial, professional, technical, and support staff responsible for the operations of the area of responsibility, including the establishment of short and long term plans, setting goals, objectives, and priorities, allocates resources, including personnel, for the most effective utilization, and establishes and maintains organizational controls.

Represents the Deputy Commissioner, Associate Commissioner, Assistant Commissioner, or Senior Staff 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.

Directs a staff of professionals engaged in managing the timely and cost-effective implementation of major projects for a particular client agency or programmatic type.

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

EXECUTIVE DIRECTOR (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.

Direct Lines of Promotion

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