

ASSISTANT COMMISSIONER (OTI)

Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under executive direction, with very wide latitude for the exercise of independent initiative and judgment, has primary responsibility for the activities of a major division, bureau, or unit of the Office of Technology and Innovation (OTI) or serves as the Assistant Commissioner for the entire responsibility area under a Deputy Commissioner or an Associate Commissioner.

Participates in the formulation and implementation of the agency, division, bureau, or unit policies and recommends changes in policies and procedures as deemed necessary.

Directs the work of executive, managerial, professional, technical, and support staff responsible for the operations of the division or bureau, 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, bureau, or unit with other organizational units within the agency, as necessary. Where appropriate, may assume the duties and responsibilities of the superior in that person's temporary absence.

Qualification Requirements

1. A baccalaureate degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities 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.