

**DUTIES STATEMENT**

**DEPARTMENT OF FINANCE**

**DEPUTY COMMISSIONER (FINANCE)**

**Duties and Responsibilities**

Under executive direction, with wide latitude for the exercise of independent initiative and judgment, is responsible for providing strategic leadership and operational oversight of the Property Division.

The Deputy Commissioner of the Property Division develops and implements division 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 the most effective utilization, and establishing and maintaining organizational controls. The Deputy Commissioner also reviews, analyzes, and evaluates existing and proposed policies and legislation that affect the Department and New York City.