

EXECUTIVE DEPUTY COMMISSIONER (DCAS)

Reporting to the Commissioner, exercises primary responsibility for two or more major divisions of the Department of Citywide Administrative Services.

The Executive Deputy 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 controls, directs work, allocates resources, and coordinates the activities of the division(s) with other organizational units within the agency. The Executive Deputy 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.