

ASSISTANT COMMISSIONER (PD)

General Statement of Duties and Responsibilities

This is a managerial class of positions in which incumbents perform related work.

Under the executive direction of the First Deputy Commissioner or a Deputy Commissioner, with full latitude for the exercise of independent initiative and judgment oversees the activities of a major division or bureau of the Police Department.

Examples of Typical Tasks

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

Develops project plans that identify schedules, costs, resources and necessary roles and responsibilities of Bureaus and employees, and implements division or bureau 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 division or bureau, including the establishment of short and long term plans, setting goals, objectives and priorities, allocates resources, including personnel, for their most effective utilization, and establishes and maintains organizational controls. Coordinates the activities of organizational units within a Bureau in the agency as necessary.

Represents the Police Department, as an executive level member of the agency, at meetings and conferences concerning policy and operational issues and agency activities. Performs liaison functions relating to the operation of the agency with Federal, State, local and City agencies.

Is responsible for the preparations of legally mandated reports regarding the area of responsibility, and their submission to government agencies.

ASSISTANT COMMISSIONER (PD) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four (4) years of satisfactory, full-time professional experience related to the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial or executive capacity or in supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. A Master's degree may be substituted for one (1) year of qualifying experience; however, all candidates must have the 18 months of administrative, managerial, executive, or supervisory experience described in "1" above.

Direct Lines of Promotion

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