

**DEPUTY COMMISSIONER (DHS)**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction with the greatest possible latitude for independent initiative and unreviewed action, serves as high level member of the Commissioner's Senior management team.

**Examples of Typical Tasks**

Identifies the agency's priorities and plays a critical role in shaping strategy, guiding the development and implementation of policies as it pertains to the agency's administration and the way services are provided to the agency's clients and employees.

Oversees daily Divisional operations; consults and ensures that shelters and services are run effectively and in a manner consistent with the mandates of the Agency, including the rules and regulations of law, court rulings impacting individuals and families experiencing homelessness, and in accordance with the agency objectives as outlined in the strategic plan.

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 their most effective utilization, and establishing and maintaining organizational controls. Coordinates the activities of the division with other organizational units within the agency, as necessary.

Represent the Administrator/Commissioner before legislative bodies, City, State and Federal Agencies and public interest groups, as required.

**DEPUTY COMMISSIONER (DHS)** (continued)

**Qualification Requirements**

1. Bachelor's degree from an accredited college and four 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 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. 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.