

FIRST DEPUTY COMMISSIONER (DHS)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under the executive direction of the DHS Administrator with extremely wide latitude for the exercise of independent judgment, decision making and action, the First Deputy Commissioner provides leadership and guidance to all levels of staff.

Examples of Typical Tasks

Identifies the agency's priorities and develops general and specific policy recommendations for the direction of the agency as it pertains to the agency's administration and the way services are provided to the agency's clients and employees.

Oversees agency operations; consults and ensures that divisions are operated in a manner consistent with the mandates of the Agency, the rules and regulations of law, court rulings effecting the provision of services to the homeless, and in accordance with the agency objectives as outlined in the strategic plan.

Evolves the agency through advanced policy formulation and program planning.

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

Acts as Chief Executive Officer in the absence of the Administrator/Commissioner.

Qualification Requirements

1. A 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.

FIRST DEPUTY COMMISSIONER (DHS) (continued)

Direct Lines of Promotion

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