

ASSISTANT COMMISSIONER (DOC)

Duties and Responsibilities

This is a managerial class of positions, the incumbents perform related work.

Under direction of the Commissioner, the First Deputy Commissioner, Deputy Commissioner, or an Associate Commissioner, with full latitude for the exercise of independent initiative and judgment oversees the activities of a division or bureau of the New York City Department of Correction (NYCDOC).

Develops strategic 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 the effective management; 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, allocating resources, including personnel, for their most effective utilization, and establishing and maintain organizational controls. Coordinates the activities of organizational units within a Bureau in the agency as necessary.

Represents the DOC Commissioner, First Deputy Commissioner, or Deputy Commissioner at meetings and conferences concerning policy and operational issues and agency activities. Performs liaison functions relating to the operations of the agency with Federal, State, local and City agencies.

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

ASSISTANT COMMISSIONER (DOC) (continued)

Qualification Requirements

1. A Master's Degree from an accredited college in Public Administration, Personnel Administration, Business Administration, Human Services, Criminal Justice, Political Science, Psychology or an equivalent/related field, plus three years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position; or
2. A bachelor's degree from an accredited college and five 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, or executive capacity or supervising personnel performing activities related to the duties of the position; or
3. A four-year high school diploma or its educational equivalent and nine years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity.

Direct Lines of Promotion:

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