

ASSISTANT COMMISSIONER (DVS)

Duties and Responsibilities

This is a management class of positions.

Under the direction of the Commissioner and the Deputy Commissioner, with the widest latitude for the exercise of independent initiative and judgment oversees the activities of a department line of action, division or bureau. Performs related work.

Examples of Typical Tasks

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

Develops project plans that identify schedules, costs, resources and the necessary roles and responsibilities of lines of action and employees; implements line of action strategic plans, ensuring consistency with the agency's mission.

Provides a framework for effective management; ensures projects are executed effectively and on time.

Directs the work of managerial, professional, technical and support staff responsible for the operations of a line of action, 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.

ASSISTANT COMMISSIONER (DVS) (continued)

Qualification Requirements

1. A baccalaureate 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 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.