

DUTIES STATEMENT

DEPUTY COMMISSIONER (DVS)

The Deputy Commissioner (DVS) is a managerial position. Under direction of the Commissioner with the widest latitude for independent action, the Deputy Commissioner (DVS) provides executive direction for Agency-wide programs, key initiatives, and administrative functions, including: develops the DVS operating budget and navigates the Agency through the budget process; oversees DVS external operations; provides support/guidance to DVS senior staff; synchronizes top tier DVS strategic priorities to maximize impact/sustainability; designs and oversees DVS' operational/management systems, including office policies, security compliance and administrative processes for human resources; develops key performance indicators and ensures alignment with Mayor's Management Report (MMR) & strategic mayoral initiatives/commitments; ensures consistent quality/timeliness of DVS deliverables.