

DEPUTY COMMISSIONER (NYCEM)

Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Examples of Typical Tasks

Under executive direction with very wide latitude for the exercise of independent initiative and judgment, has primary responsibility for major activities within the agency.

Participates in the formulation and implementation of the agency's policies impacting on the area of operation.

Recommends changes in policies and procedures as deemed necessary.

Direct the work of managerial, professional and support staff responsible for the agency's operations, including setting goals, objectives, and priorities, allocating resources, including personnel, for the most effective utilization and establishing and maintaining controls.

Coordinates the activities of organizational units within the agency, as necessary. Where appropriate, may assume the duties and responsibilities of the superior in that person's temporary absence.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time experience of a nature to qualify for the duties 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
2. Education and/or experience equivalent to "1" above. However, all candidates must have 18 months of administrative, managerial, executive or supervisory experience described in "1" above.

Lines of Promotion

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