CLASS TITLE: **Assistant Commissioner**

CHARACTERISTICS OF THE CLASS: Under direction, manages and directs the activities of a subdivision or special departmental program; and performs related duties as required.

ESSENTIAL DUTIES: Develops, implements and monitors programs designed to improve and expand departmental services; analyzes and evaluates program efficiency and recommends improvements for same; directs subordinate personnel responsible for executing programmatic objectives and policies; establishes work priorities for departmental programs; ensures subordinates’ compliance with departmental rules.

Apprises the commissioner and other departmental managers of the status of projects; serves as liaison between the department and local, state and federal agencies; represents the Commissioner and the department at conferences, meetings, and to the general public regarding the operations of the department; oversees the preparation of major contracts to which the department is a party; communicates instructions issued by the Commissioner to other departmental managers and subordinate staff.

RELATED DUTIES: May participate with representatives of other city departments of joint projects; may participate in the planning and preparation of departmental budgets; may oversee the preparation of major contracts to which the department is a party.

MINIMUM QUALIFICATIONS:

**Training and Experience.** Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a directly related field, supplemented by two years of progressively responsible managerial experience, or an equivalent combination of training and experience.

**Knowledge, Abilities and Skill.** Comprehensive knowledge of the principles of public sector management. Considerable knowledge of municipal ordinances pertaining to the operation of the department. Considerable knowledge of policy development and implementation.

Ability to analyze and evaluate programs and policies. Ability to develop and implement programs to meet the objectives of the department. Ability to plan, assign and review the work of subordinate staff. Ability to communicate effectively both orally and in writing.

CLASS TITLE: **Assistant Commissioner (Cont’d)**

Considerable skill in the application of administrative principles and
practices. Considerable skill in the development and implementation of administrative policies.

**Physical Requirements.** The work is primarily sedentary in nature.

**Working Conditions.** General office environment.

**Equipment.** General office equipment.

**NOTE:** While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 1994