

## **EXECUTIVE DEPUTY COMMISSIONER OF ADMINISTRATION**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position assists in the planning and direction of the operations of the Department of Administrative Services and its sub-departments. These sub-departments consist of Assessment, Budget, Human Resources, Equal Employment Opportunity Office, Innovation & Performance, Vital Statistics, Information Technology, Purchasing, Payroll and Cultural Affairs. General direction is received from the Commissioner of Administrative Services.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Acts for the Commissioner, in their absence, and represents the Commissioner in an official capacity as required on all departmental matters;
- Acts for the Commissioner, in their absence, in overseeing all sub-departments under the direction of Administrative Services
- Leads strategy development sessions and work closely with the Commissioner to execute the Department's strategic planning efforts;
- Coordinates departmental efforts to ensure performance goals and milestones are reached;
- Drive the execution of the Commissioner's decisions across all aspects of the City's departments, including activities of other senior leaders;
- Leads operational management, sometimes acting as a mediator and decision maker between units on issues with cross-departmental implications;
- Develops and implements organizational policies and procedures;
- Studies existing processes across all business functions to identify opportunities to drive out waste and improve service delivery and process efficiency;
- Coordinates, tracks and monitors program activities and various assigned projects;
- Develops, coordinates, prepares and helps implement project plans to support departmental initiatives;
- Establishes and adheres to project timelines, outlines resources required for successful implementation of initiatives and monitors results to ensure goals are met;
- Coordinates internal resources and third parties/vendors to execute projects;
- Oversees project budgets;
- Oversees city public records;
- Identifies, researches, develops and implements LEAN tools and methods while collaborating with the New York State LEAN Office;
- Supports the Commissioner in developing and supporting a cohesive, organized workforce that is diverse, professional and qualified;
- Provides constructive coaching and advice to project teams;
- Helps foster and cultivate LEAN and innovative approaches to work with an emphasis on continuous improvement;
- Performs other related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of public administration;
- Thorough knowledge of City government organization, function and operation;
- Thorough knowledge of project management;
- Ability to establish and maintain amiable relationships with persons from a variety of fields and divergent backgrounds;
- Ability to gather, analyze and summarize data and information;
- Ability develop new operating procedures, organizational structures and policies;
- Ability to evaluate procedures, organizational structures and policy effectiveness, and to identify problems and recommend solutions;
- Ability to supervise others;
- Resourcefulness;
- Tact;
- Patience;
- Initiative;
- Physical condition commensurate with the demands of the position

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in Public Administration or a closely related field and four (4) years of fulltime, or its part-time equivalent, paid professional, administrative, supervisory or managerial experience in business management, project management , public administration and/or public management; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Business or Public Administration or a closely related field and six (6) years of fulltime, or its part-time equivalent, paid professional, administrative, supervisory or managerial experience in business management, project management , public administration and/or public management; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.