

## **EXECUTIVE DEPUTY COMMISSIONER OF ADMINISTRATIVE SERVICES**

**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 the Offices of; Budget, Human Resources, Innovation & Performance, Information Technology, Purchasing, MWBE Compliance, Payroll, Equal Employment Opportunity (EEO), Civil Service, Public Records, Energy & Sustainability, and Cultural Affairs, which collectively provide centralized administrative support to all City departments. 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;
- Drives 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 external 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;
- Working knowledge of municipal administration, budgeting, procurement processes, and personnel operations;
- Ability to support departmental leadership, coordinate cross-functional activities, and ensure equitable, efficient, and sustainable service delivery;
- 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. Master's Degree in Public Administration, Business Administration, Management, Organizational Leadership, Public Policy, or a closely related field and four (4) years of fulltime, or its part-time equivalent, paid professional experience in progressively responsible administrative, managerial, supervisory, Project management or operational leadership roles within government, public administration, or large organizational management.

B. Bachelor's Degree in Public Administration, Business Administration, Project Management, Organizational Leadership, Public Policy, 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.

Issued: 12/29/21  
Revised: 11/17/2025