

CLASS TITLE: **Assistant to the Commissioner**

CHARACTERISTICS OF THE CLASS: Under direction, performs highly responsible administrative functions as an executive assistant and liaison for the Commissioner; and performs related duties as required.

EXAMPLES OF DUTIES: Apprises the Commissioner of the current status of departmental programs, projects and critical issues facing the department; consults with departmental managers and program directors to monitor the progress of projects and prepares status reports for submission to the Commissioner; confers with division heads to discuss new or modified operational procedures needed to improve the efficiency of departmental performance; assists managers in the development and implementation of departmental policies and work rules; interprets and informs managers of policy decisions made by the Commissioner; reviews departmental program costs, identifies potential funding sources and assists in planning the department's corporate and non-corporate budgets; acts as a liaison between the Commissioner and departmental employees, other City departments, public and private agencies and the general public on matters related to the operation of the department; represents the Commissioner and the department on committees and task forces and at conferences and meetings; reviews and responds to correspondence not warranting the immediate attention of the Commissioner.

DESIRABLE MINIMUM QUALIFICATIONS:

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

Knowledge, Abilities and Skill. Considerable knowledge of the principles of business and public administration. Considerable knowledge of municipal ordinances regarding the department's operations. Good knowledge of departmental rules and regulations.

Ability to develop and maintain good working relationships with departmental managers and employees. Ability to identify, analyze and resolve administrative problems. Ability to exercise discretion in the communication of departmental policies.

Good research and analytical skills. Good organization skills. Good oral and written communication skills. Good human relations skills.

April, 1991