

## **ASSISTANT COMMISSIONER OF PUBLIC WORKS**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Commissioner, the incumbent will assist in confidential budgetary analysis, financial policy development, and monitoring financial compliance, including detailed financial review and evaluation of proposals referred to the Comptroller and Board of Estimates and Contracts. The incumbent will advise the Commissioner on actions related to financial impact, cost issues, budgetary compliance, and other cost/benefit implications. In addition, financial accounting and standardized application of functions such as account keeping, auditing, and related tasks. This requires the ability to handle highly sensitive and confidential information and analysis and involves effective working relationships with the Deputy Commissioner Infrastructure and Capital Improvements, the staff of the Finance Department and the Payroll Office, as well as other public officials in dealing with highly sensitive issues. Assists in the supervision of DPW Commissioners Office and Personnel; Does related duties as required.

**EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

Assists the Commissioner with developing and recommending City financial and budget policies to the Board of Estimates for approval by the City Council; Under the direction of the Commissioner, monitor and ensure compliance of financial policies and procedures as directed by the City and approval by the City Council and Board of Estimates and Contracts; Analyzes and evaluates all submissions to the Comptroller and Board of Estimates and Contracts; Oversees and/or keeps time and records for projects and personnel; Coordinates personnel timekeeping records within Kronos or similar software; Keeps labor time and records for snow removal operations, and other extended operations such as emergencies and FEMA reimbursement documentation; Oversee and coordinate office administrative procedures and review, evaluate and implement new procedures; Maintain office files and records, ensuring they are up-to-date and properly managed, while perpetually ensuring data integrity and confidentiality; Receives remittances by mail or in person, verifies amount, computes interest and penalties, and posts to a book of original entry; Working across a spread spectrum of city departments regarding receiving and disbursing funds including Grants Team, Planning, Office of the Comptroller, and outside agencies such as United States Environmental Protection Agency, New York State Department of Environmental Conservation, and various and sundry grant funding streams.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES:** Candidates must have thorough knowledge of principles and practices of municipal finance, budgeting, accounting, fiscal controls, including fund accounting and grant management; must have thorough knowledge of governmental budget preparation, monitoring, and compliance, including familiarity with Board of Estimates and Contracts procedures; comptroller review processes, and City Council approval requirements; good knowledge of applicable federal, state, local laws, rules, and regulations affecting public works operations, labor reporting, payroll administration, and financial compliance. Including; must have the ability to analyze complex financial, budgetary, operational data and be able to prepare clear accurate reports and recommendations for executive-level decision-making; ability to interpret and evaluate financial proposals, contracts, and funding submissions for cost, compliance, and long-term fiscal impact; ability to handle highly sensitive and confidential information with discretion, integrity, and professionalism; ability to supervise, train, and evaluate clerical and professional staff, including the ability to recommend disciplinary action in accordance with established policies and collective bargaining agreements; ability to plan, coordinate, and

manage office operations to ensure efficiency, compliance, accuracy, and continuity of departmental administrative functions; ability to communicate effectively, both orally and in writing, with elected officials, department heads, staff, external agencies, and the public; Must be able to establish and maintain effective working relationships with City departments, regulatory agencies, funding entities, and external stakeholders; Proficiency in maintaining accurate records, ensuring data integrity, and utilizing financial and administrative software systems; Must be able to respond effectively under pressure during emergencies, extended operations, and time-sensitive financial reporting periods; tact and courtesy; integrity; dependability; good judgment; initiative; resourcefulness; and physical condition commensurate with the demands of the position.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from a New York State recognized College or University with Bachelor's Degree; PLUS three years of experience relatable to civil/municipal work one of which must have been in a supervisory/financial management experience and extensive dealing with the public.