

FIRST DEPUTY COMMISSIONER OF PUBLIC WORKS AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Public Works and Transportation, the incumbent of this class acts generally for and on behalf of the Commissioner, consistent with the provisions of New York State Civil Service Law and the Westchester County Charter, by sharing fully in the administration, planning, organization and operational activities of the Department, advising and consulting on the goals, plans and policies of the Department. In addition, in the absence of the Commissioner, the incumbent assumes responsibility for planning, directing and coordinating all activities of the Department. The incumbent supervises administrative, engineering, and transportation professionals, as well as a large support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for and in behalf of the Commissioner at his request or in his absence with full authority to commit the department;

Advises and assists the Commissioner in the formulation of policies, plans and programs;

Oversees and consults with the Director of Administrative Services regarding administrative functions such as budgeting, financial processing and oversight, personnel administration, contract administration, information management, space planning, etc.;

Evaluates and recommends policy and procedural changes for the improvement of services provided by Public Works and Transportation;

Represents the Commissioner in the Department's interactions with the community, governmental agencies, and other County departments as required;

Performs administrative and managerial tasks and duties as requested;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of design, construction and maintenance of buildings, roads, and other facilities and structures; thorough knowledge of administrative techniques and practices and the relationship between contractors, public agencies and the general public; good knowledge of the theory and practices of budgeting and financial record keeping, personnel administration, supervision and contract administration; ability to supervise, plan, layout and direct the work of others; ability to work cooperatively with agencies and personnel; ability to issue and execute complex written and/or oral instructions; ability to speak and deal effectively with public officials, professional personnel and the public; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness; good judgement; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration as a Professional Engineer issued by New York State, a Bachelor's Degree* in Engineering and ten years of experience where the primary function of the position was in engineering, including six years of management responsibility which included budget, contract administration, and administrative supervision.

SUBSTITUTION: Satisfactory completion of a Master's Degree in Engineering may be substituted for two years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Employees are required to maintain valid licensure/certification as required by the minimum qualifications throughout employment in this title.