

# **DEPUTY TOWN COMMISSIONER OF GENERAL SERVICES**

**Department: General Services**

**Classification: Exempt**

**Specification Number: 2410**

**Approved: 6/22/23**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

There are no qualifications for this title as it is in the Exempt class.

## **DISTINGUISHING FEATURES OF THE CLASS**

Acts for and in place of the Commissioner of General Services. The Deputy Commissioner assists the Commissioner with the administration, planning and coordination of programs and operations of the Department. The Deputy Commissioner is responsible for assisting with the supervision of subordinate personnel in their performance and adherence to regulations and policies. In performing the duties of the position, the Deputy Commissioner exercises a substantial amount of independence in judgment and initiative. The work is reviewed through conferences and reports by the Commissioner of Public Works. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Acts for and in place of the Commissioner;

Assists in the planning, supervising and implementing all programs of the General Service divisions including Purchasing, Information Technology, Central Reproduction and Mailing, the Stockroom and Custodial Services;

Assists in administering departmental policy;

Attends advisory meetings, interdepartmental and intergovernmental conferences or hearings on behalf of the Commissioner;

Assists the Commissioner in the review of departmental operations through conferences, reports, and interviews with employees of the department to supervise the performance of departmental duties;

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Comprehensive knowledge of the policies, regulations, methods, procedures and laws related to the Office of General Services; excellent knowledge of administration and supervision of personnel; thorough knowledge of the distribution and supply of materials, equipment, usage, and maintenance; good knowledge of data processing systems and capabilities; knowledge of inventory control; ability to plan, assign and supervise the work of subordinate personnel in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.