

CHIEF OF STAFF (BUILDINGS)

Duties and Responsibilities

This is a management class of positions.

Works closely with the Commissioner to set goals and implementation targets for projects that advance the Agency's overall strategic agenda; plans, directs and coordinates executive staff in intra-department and external activities to achieve Agency goals; formulates business policy and program recommendations; assumes executive responsibility for all Agency functions, programs, projects, and initiatives in the absence of the Commissioner; performs related work.