Human Resources
Office of Classification & Compensation Administration
55 Water Street, 26th Floor
New York, NY 10041

Position Title	*Designation*	*Job Family*	*Effective*	*Reissued*	*Revision*
Assistant Director (Central Office) Level I Level II Level III	Central Office	 962311 962312 962313	02/16/10		05/20/20

Purpose of Position:

Under direction, serves as a consultant and resource to departmental leadership in the development, execution and management of a wide variety of essential unit/departmental services and related administrative functions. Participates in the development of new programs, systems and/or procedures and monitors their functioning and effectiveness. Contributes to continuous operational improvements and compliance activities.

Examples of Typical Tasks:

1. Provides a wide range of advisory and technical services to departmental leadership in support of critical unit/departmental services.
2. Assists in the administrative management of specified functions and initiatives, including the interpretation of relevant policies and procedures.
3. Contributes to the development of new programs, systems and/or procedures and monitors the function and effectiveness following implementation.
4. Plans, develops and conducts diverse research studies and analyzes data to develop recommendations for leadership.
5. Conducts special projects based on operational needs. Develops short- and long-range plans to meet project requirements and establish implementation criteria.
6. Monitors budgets and expenses of designated unit/department and/or projects.
7. Conducts analysis of internal policies, procedures and systems in comparison to governing regulatory requirements; highlights potential risks to assist leadership in ensuring System-wide compliance.
8. Collaborates with departmental leadership and interdisciplinary teams to recommend practical tools, processes and practices that support the development of effective solutions to operational issues.
9. Represents unit/departmental leadership on various internal and external task committees, work groups, forums or related events.
10. Coordinates, plans, directs, evaluates and monitors the work of staff in support of assigned responsibilities or special projects.
11. Performs other related duties, as directed.

Qualification Requirements:

1. A Master's degree from an accredited college or university in Healthcare, Hospital, Public or Business Administration, Industrial/Organizational Psychology, Organizational Behavior or a related discipline and three (3) years of full-time experience planning, developing and monitoring programs, systems and/or procedures in support of administrative management initiatives, one (1) year of which must have been in a responsible managerial or supervisory capacity; or
2. A Baccalaureate degree from an accredited college or university in disciplines, as listed in "1" above and four (4) years of full-time experience, as outlined in "1" above, two (2) years of which must have been in a responsible managerial or supervisory capacity; or
3. A satisfactory equivalent combination of education, training and/or experience.

Direct Line of Promotion:

None. This is in the managerial class of positions.