

Deputy Commissioner for Administration

The New York City Department of Health and Mental Hygiene (DOHMH), the nation's leading local public health department, seeks a dynamic leader to be its Deputy Commissioner for Administration. The chosen candidate will have demonstrated excellence in managing operations, improving customer service, and leading process improvement and culture change. The Deputy Commissioner will be able to combine leadership skills with data driven, analytic management.

The Deputy Commissioner (DC), overseeing a \$62 million Division with 450 staff reporting to 3 assistant commissioners, is an integral part of the Agency's senior management team and is critical to the agency's success. The DC is responsible for staff recruitment and development, management and design of more than 30 facilities housing staff and health clinics, district health center operations, development of a new 650,000 square feet headquarters and New York City's next Public Health Laboratory, the Agency's call center, telecommunications, and transportation.

Specifically, the Deputy Commissioner oversees:

Human Resources/ Labor Relations – including employee health services, health and safety, equal employment opportunity, staff recruitment and hiring, retention and training, civil service compliance, employee relations, arbitrations and management and ensuring that the Agency maintains an environment free of unlawful harassment and provides a safe work environment.

Operations - including real estate acquisitions, building management and custodial services, the health police, Call Center, and graphics and printing services. Emergency logistics planning and response ensure that the agency has the structures and resources to provide space, security, transportation and other operational needs in the event of a public health emergency. The DC will be a critical part of the Agency Incident Command System.

Facilities Planning and Administrative Services - including oversight of the development and relocation move in to new Agency Headquarters, design and construction of a new Public Health Laboratory, architecture and engineering services, facility maintenance, and space planning design. Provides customer service support, manages the warehouse and distribution center, manages the vehicular fleet and coordinates record retention for the agency.

Preferred Skills: The successful candidate must be an experienced leader with at least 5-7 years of experience in managing large, complex logistics systems and a numerous and widely diverse staff of professional, technical and support personnel. Demonstrated successes in internal and external customer service, performance improvement, and change management are required, as are excellent communication, systems, and operational management skills. The ability to translate goals into action and implementation plans with measurable outcomes is a must.

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

The City of New York/NYC Department of Health and Mental Hygiene is an Equal Opportunity Employer.

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