

**DIRECTOR OF (DIVISION OF MAINTENANCE AND OPERATION)**  
**(New York County District Attorney)**

**General Statement of Duties and Responsibilities**

Under the executive direction, with very broad latitude for the exercise of independent initiative and judgement, is responsible for the direction, coordination and control of all functions and activities of the Department of Operations and Facilities of the New York Country District Attorney's Office; performs related work.

**Examples of Typical Tasks**

Formulates and establishes overall department policy, covering the repair, alteration, maintenance and custodial operations of all building, grounds, equipment and other facilities comprising the physical District Attorney's Office.

Initiates, develops, interprets and enforces procedures, rules and regulations for all sections of the Department.

Is responsible for the preparation for the annual department budget.

Directs periodic surveys of all properties to determine the need for repair and maintenance work.

Directs the preparation of all necessary plans and specifications for each project for submittal to the District Attorney.

Coordinates divisional operations with other departments of the District Attorney and with other City agencies.

Is responsible for the preparation of the annual divisional budget.

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**(New York County District Attorney) (continued)**

**Examples of Typical Tasks** (continued)

Directs periodic surveys of all necessary plans and specification for each project for submittal to the District Attorney.

Directs the organization, training, and supervision of all department personnel.

**Qualifications Requirements**

A baccalaureate degree from an accredited college or university and five (5) years of full-time, satisfactory administrative, and managerial experience in facilities management, facilities design and construction, or a related field.

**Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.