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OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 75
FEBRUARY 4, 1977

**Creation of a Director of Operations and Amendment of Executive Order No. 24
Dated December 9, 1974**

Whereas, The basic management goal for The City of New York is to maintain the quality and quantity of essential municipal service while progressing toward a balanced budget, and preserving and developing the City's economic health and residential neighborhoods; and

Whereas, Attainment of this goal requires enhanced executive management attention, working under the Mayor's leadership; and

Whereas, A major concern of executive management is the management of operations within a framework of overall policies and the limits of financial resources; and

Whereas, The Mayor's Management Advisory Board has recommended the appointment of a Director of Operations in the Office of the Mayor.

Now, therefore, pursuant to the authority vested in me as Mayor of The City of New York, it is hereby ordered as follows:

Section 1. There is hereby created a position of Director of Operations in the Office of the Mayor.

§ 2. The Director of Operations shall have the following functions and responsibilities:

(a) Under the supervision of the Mayor and the First Deputy Mayor, to plan, coordinate and direct New York City governmental operations.

(b) To assure a responsive management structure and resource capability to deal effectively with the rapidly changing demands of our socio-economic environment in New York City.

(c) To ensure the continuity of competent management organization through the development, motivation, appraisal and review of key personnel.

(d) To plan, devise and innovate cost effective improvements to reduce operating expenses and minimize the need for additional capital or human resources.

(e) To provide the leadership, guidance and motivation to the operations management and work forces to ensure maximum productivity within the terms of our labor contracts and resource capabilities.

(f) To direct the Mayor's Management Planning and Reporting System.

§ 3. Section 7 of the Executive Order No. 24, dated December 9, 1974, is hereby amended to read as follows:

"§ 7. There is hereby created a Vacancy Control Board which shall consist of the First Deputy Mayor, as Chairman, the Director of Operations, the Director of the Office of Management and Budget and the Personnel Director. It shall meet regularly, shall maintain appropriate minutes and records and shall have the power to require information needed for evaluation of any request made by an agency pursuant to section six of this Executive Order. The Board shall also have the power to issue such guidelines, forms and instructions as are required for the proper performance of its functions. Such Board shall supersede any prior Board created by Executive Order for a similar purpose."

§ 4. The Director of Operations shall be a member of the Mayor's Policy Committee.

§ 5. This Executive Order shall take effect immediately.

ABRAHAM D. BEAME, Mayor.

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§ 3 repealed by Exec Order 90, 1977