



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Assistant Office Services Manager, SG-18

Location: One State Street, New York City

Business Unit: Office Services and Facilities Management

Negotiating Unit: Professional, Scientific and Technical (PEF)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: \$65,001 - \$82,656

Positions located within the New York City metropolitan area, as well as Suffolk, Nassau, Rockland, and Westchester Counties, are also eligible to receive an additional \$3,400 annual downstate adjustment.

Appointment Status: Permanent

The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services (DFS) is seeking candidates for the position of Assistant Office Services Manager in Office Services and Facilities Management. Duties include, but are not limited to, the following:

- Understands and maintains building systems by monitoring repairs and service provided by vendors or contractors;
- Assists with the development and implementation of policies, procedures, and programs that will assure a well-managed, well-maintained building;
- Establishes goals and objectives for the performance of the staff in meeting set goals and objectives in a timely and efficient manner. Prepares employee evaluations in a timely manner and coordinate any needed disciplinary issues with upper management team;
- Monitors vendor performance to assures full compliance with standards established within the contracted agreement;
- Regularly reviews policies and procedures, personnel performance, and approve invoices requiring signature. Flags any concerns in these areas to upper management team;
- Maintains a positive image and appropriate level of customer service in performing daily work with both internal DFS units and external partners;
- Works with OFM units to answer questions and effectively resolve contractor or vendor issues, disputes, and contracts;
- Assist with contracts and monitor of building maintenance and building rehabilitation;•
- Works with vendors and building maintenance teams to ensure heating, ventilation, and air conditioning (HVAC) systems function efficiently;
- Provides daily on-site supervision of office services operations;
- Assist IT staff and IT Networking team for future builds;
- Assists with the organization, receipt and disposal of surplus items;
- Collaborates with division management to coordinate with building management on health, safety and comfort issues;
- Works with Agency Emergency Management Coordinator to assist with AED/CPR and Fire/Evacuation Team and monitors emergency equipment and supplies;
- Purchases and coordinates items for the ergonomics program;
- Coordinates services with electric, cleaning, paper shredding/disposal, and building related vendors;
- Monitors security equipment and programs access cards, including after-hours building access; liaise with building security to maintain access as required for other needs;

- Assist as necessary with Facilities operations to ensure smooth operation, and
- Other duties as assigned.

Appointment method:

Minimum Qualifications: Six years of experience, including two at a supervisory level, in at least two of the following office services: property or space management, warehouse and inventory operations, purchasing, fleet or parking management, telecommunications, mail room operations, printing, or records management and retention. An associate degree can substitute for two years of experience; a bachelor's degree can substitute for four years of experience; a master's degree in a related field can substitute for five years of experience; and a doctorate in a related field can substitute for six years of experience.

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title maybe filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply (see minimum qualifications above). At this time, agencies may recruit and hire employees by making permanent non-competitive appointments. At a future date (within one year of appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

List Appointment: Candidates must be reachable on the Civil Service eligible list for 00-438010 or 26-542010.

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 70.1 or 52.6 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmof/>.

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than April 11, 2025** to the email address listed below. Please include the Box # **(Box AOSM NYC 00904)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Please be advised that the New York State Department of Financial Services does not offer sponsorship for employment visas.

Tyler Lebel
Box AOSM NYC 00904
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Recruitment@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview.

Public Service Loan Forgiveness

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

All people with disabilities are encouraged to apply to all jobs for which they meet the minimum qualifications.