An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Office Services and Facilities Manager
(Special Assistant, NS)

Location: One State Street, New York City

Business Unit: Office Services and Facilities Management

Negotiating Unit: Management Confidential (MC)

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

Salary: $97,874 - $123,715 (salary commensurate with experience)

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 $4,150 annual downstate adjustment.

Appointment Status: This is an appointment to a position in the exempt jurisdictional class.

Appointment to this position is pending Governor Appointment's Office and Division of Budget approval.

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 is seeking candidates for the position of Office Services and Facilities Manager within Office Services. The Office Services and Facilities Manager is responsible for planning, directing, and overseeing administrative and operational support services for the agency. The position supervises staff and manages daily operations to ensure efficient delivery of office services, facilities management, mail and distribution services, print and copy services, records management, inventory control, and vendor coordination. Duties include, but are not limited to:

- Supervises and evaluates staff responsible for office services, facilities, mail operations, print services, and related support functions;
- Develops, implements, and monitors operational procedures to improve efficiency and customer service;
- Coordinates facility maintenance, repairs, office moves, and space planning activities;
- Manages contracts and vendor relationships to ensure services are delivered effectively and in accordance with agency requirements;
- Oversees inventory, equipment, supplies, and employee management programs;
- Monitors budgets, expenditures, and procurement activities for operational programs;
- Prepares reports and recommendations for executive management;
- Collaborates with internal program areas, external vendors, building management, and other stakeholders to support agency operations;
- Ensures compliance with applicable policies, procedures, and regulatory requirements;
- Occasional travel 15%; and
- Other duties as assigned.

Preferred Qualifications

- Eight years of experience in at least two of the following office services: property or space management, warehouse and inventory operations, purchasing, mail room operations, or printing, one of which must have been at a supervisory level.
    - Associate degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience; master's degree may substitute for five years of specialized experience; J.D. may substitute for six years of specialized experience; Ph.D. may substitute for seven years of specialized experience.
- Experience supervising administrative, facilities, or operational support staff.
- Experience managing vendor contracts and facility-related services.
- Strong customer service, communication, and organizational skills.
- Experience working with executive leadership and diverse stakeholders.

Appointment Method:

This is an appointment to a position in the exempt jurisdictional class. As such, the incumbent of this position would serve at the pleasure of the appointing authority.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than October 28, 2026** to the email address listed below. Please include Box# **(Box OSFM-SA-00817)** 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.

Brian Tighe
Box OSFM-SA-00817
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: NCE.Notifications@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.