An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Office Services Manager, SG-23

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: $90,582 – $114,585

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: Permanent

Travel: 10%

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 Manager in the Office Services and Facilities Management Unit. Some travel may be required for this position. Duties include, but are not limited to, the following:

- Manages agency space and facility operations, including planning, procurement, and coordination of maintenance, repairs, preventative services, and tenant alterations;
- Ensures efficient utilization of space and continuity of operations;
- Directs and administers office services operations, including development and implementation of procedures;
- Ensures compliance with agency policy and management directives;
- Monitors workflow and service delivery for efficiency and effectiveness;
- Oversees records management, purchasing activities, and inventory control functions;
- Maintains and updates intranet content;
- Evaluates operations and implements process improvements;
- Supervises office services staff and coordinates activities related to employee onboarding, changes, and separations;
- Assigns work, monitors performance, and ensures timely completion of assignments;
- Manages mailroom and courier operations in compliance with applicable regulations;
- Coordinates vendor services for facility-related functions, including maintenance, cleaning, and disposal;
- Monitors service agreements and contractor performance;
- Monitors building access systems;
- Coordinates emergency preparedness and workplace safety initiatives, including ergonomics programs; and
- Ensures compliance with safety regulations, lease agreements, and contractual obligations.

Appointment Method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 38-147010.

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.

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.

Minimum Qualifications: One year of service as an Assistant Office Services Manager; OR one year of service as a Chief Clerk, Chief Mail & Supply Clerk, Public Buildings Manager 2, Property Manager 1, Property Manager 2.

Non-Competitive Promotion (NCP): In accordance with Section 52.7 of the Civil Service Law, if the number of qualified candidates who apply for the position is three or less, a permanent appointment can be made, at agency discretion, by non-competitive promotion of an applicant who meets the minimum qualifications.

Provisional: This could be a provisional appointment. A provisional appointment is a non-permanent appointment pending examination and permanent appointment to a competitive class position. Candidate must meet the minimum qualifications and will be required to take, pass, and be reachable in the next holding of the examination, if/when given.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than November 13, 2026** to the email address listed below. Please include the Box # **(Box OSM-00901)** 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 OSM-00901
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.