



**Seattle**  
Facilities &  
Administrative Services

**Leadership Team**  
ORGANIZATIONAL CHART



For updates, please e-mail [fas\\_communications@seattle.gov](mailto:fas_communications@seattle.gov).

Effective date July 18, 2022.

## Director's Business Unit (DBU)

- 1 **Department Director**
  - Mayor's Cabinet member
  - Executive vision-setting
  - Departmentwide accountability
  - Mayor and Council priority advancement
- 2 **Deputy Department Director**
  - Departmentwide operations
  - Organizational strategy development
  - Citywide interdepartmental initiatives
  - Major FAS projects and priority issues
- 3 **Chief of Staff**
  - Director's Office operations
  - Communications, equity, governmental affairs and human resources
  - Personnel Advisory Committee chair and executive performance agreements
  - Standard operating procedures and departmental policies
- 4 **Human Resources Division Director**
  - Talent acquisition
  - Workforce development
  - Employee and labor relations
  - Safety and wellness
- 5 **Communications and Marketing Director**
  - Press and media relations
  - Internal and external websites
  - Communications branding and strategy
  - Public Records Act compliance
- 6 **Equity and Policy Director**
  - Departmentwide race, social justice and equity projects
  - Policy development and oversight
  - Strategic business planning and analysis
  - ADA Title II compliance
- 7 **Departmental Relations Director**
  - Mayor's Office and Council Relations
  - FAS Executive Team and Pipeline Committee chair
  - Internal and external engagement
  - Performance management
- 8 **Director's Office Administrator**
  - Executive support
  - Calendaring and meeting materials
  - Logistics and budgeting
  - Records management

## Administration Business Unit (ABU)

- 9 **Chief Administrative Officer**
  - Internal accounting and budget services
  - Purchasing, contracting and consumer protection
  - Customer relations and services
  - Seattle Animal Shelter
- 10 **Accounting and Budgeting Services Division Director / Deputy Administrative Officer**
  - Budget oversight
  - Financial planning and analysis
  - Accounting services for FAS
  - Accounting and budget services for small departments and executive offices
- 11 **Consumer Protection Division Director**
  - Consumer protection
  - Regulatory compliance
  - Delinquent tax/account enforcement
  - New business discovery for licensing
- 12 **Customer Service Division Director**
  - Customer Service Bureau
  - Neighborhood Customer Service Centers
  - Customer Solutions Team
  - Customer service request system
- 13 **Purchasing and Contracting Division Director**
  - Purchasing and contracting compliance
  - WMBE program initiatives
  - Priority Hire/community workforce agreements (CWA)
  - PeopleSoft procure-to-pay and supplier relations
- 14 **Seattle Animal Shelter Division Director**
  - Pet licensing, lost and found pets
  - Animal welfare, education and foster care
  - Spay and neuter services
  - Animal Control

## Operations Business Unit (FBU)

- 15 **Chief Operating Officer**
  - Capital development and construction
  - Facility operations and fleet services
  - Real estate services
  - Logistics and emergency management
- 16 **Capital Development Division Director**
  - Capital program development and project delivery
  - Master use and facilities planning
  - New facility design and construction
  - Space planning and tenant improvements
- 17 **Facility Operations Division Director**
  - Property management
  - Facility services
  - Building operations
  - Maintenance control
- 18 **Fleet Management Division Director**
  - City vehicle maintenance and fueling operations
  - Citywide motor pool services
  - Engineering, design, procurement and asset preservation
  - Green fleet implementation
- 19 **Logistics and Emergency Management Division Director**
  - Warehouse operations and mail distribution
  - Janitorial services
  - Emergency planning and procurement
  - Security services and access management
- 20 **Real Estate Services Division Director / Deputy Operating Officer**
  - Enterprise real estate information and policy development
  - Property searches and appraisals
  - Real estate reuse, acquisition and sale
  - Leases and use permits

