



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 Communications and Marketing Director

- Press and media relations
- Internal and external communications
- Communications branding, strategy and planning
- Internal and external websites

5 Departmental Relations Director

- Mayor's Office and Council Relations
- FAS Executive Team and Pipeline Committee chair
- Internal and external engagement
- Performance management

6 Equity and Policy Director

- Race and social justice
- Departmentwide equity projects
- Policy development and oversight
- Strategic business planning and analysis

7 Human Resources Division Director

- Talent acquisition
- Workforce development
- Employee and labor relations
- Safety and wellness

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

- Front-line customer service (Customer Service Bureau and customer service centers)
- Customer service request system
- Public Records Act compliance
- ADA Title II compliance

13 Purchasing and Contracting Division Director

- Purchasing and contracting services and 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

Finance Business Unit (FBU)

15 City Finance Director

- Mayor's Cabinet member
- Financial analysis and planning
- Retirement system oversight
- Debt management

16 Business Systems Division Director

- FinMAP
- PeopleSoft
- HRIS
- FileLocal

17 Citywide Accounting and Payroll Division Director

- Financial policies and oversight
- Citywide financial reporting
- Citywide accounting and reconciliations
- Payroll services

18 License and Tax Administration Division Director

- Business licensing
- Tax administration
- Tax audits
- Tax revenue systems

19 Risk Management Division Director

- Claims and processing
- Risk management and advisory services
- City contract risk review
- City insurance policy administration

20 Treasury Services Division Director/ Deputy Finance Director

- Treasury operations
- Cash and investments
- Remittance processing
- Parking meter collections

Operations Business Unit (OBU)

21 Chief Operating Officer

- Capital development and construction
- Facility operations and fleet services
- Real estate services
- Logistics and emergency management

22 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

23 Facility Operations Division Director

- Property management
- Facility services
- Building operations
- Maintenance control

24 Fleet Management Division Director

- City vehicle maintenance and fueling operations
- Citywide motor pool services
- Engineering, design, procurement and asset preservation
- Green fleet implementation

25 Logistics and Emergency Management Interim Division Director

- Warehouse operations and mail distribution
- Janitorial services
- Emergency planning and procurement
- Security services and access management

26 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



**Seattle
Finance &
Administrative Services**