



Director's Business Unit (DBU)

- 1 **Department Director**
 - Mayor's Cabinet member
 - Executive vision-setting
 - Departmentwide operations and accountability
 - Mayor and Council priority advancement
 - Organizational strategy development
- 2 **Chief of Staff**
 - Director's Office operations and department policies
 - Organizational operations and policy
 - Major FAS projects and priority issues
 - Human Resources liaison and Personnel Advisory Committee
- 3 **Human Resources Division Director**
 - Talent acquisition
 - Workforce development
 - Employee and labor relations
 - Safety and wellness
- 4 **Director's Office Administrator**
 - Executive support
 - Calendaring and meeting materials
 - Logistics and budgeting
 - Records management support
- 5 **Communications and Marketing Director**
 - Press and media relations
 - Internal and external communications
 - Communications strategy and branding
 - Websites and SharePoint
 - Public Records Act compliance
- 6 **Equity and Government Relations Director**
 - Mayor's Office and Council Relations
 - Departmentwide race, social justice, and equity projects
 - Internal and external engagement
 - Performance management

Administration Business Unit (ABU)

- 7 **Chief Administrative Officer**
 - Internal accounting and budget services
 - Purchasing, contracting, and consumer protection
 - Customer relations and services
 - Seattle Animal Shelter
- 8 **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
- 9 **Consumer Protection Division Director**
 - Consumer protection
 - Regulatory compliance
 - Delinquent tax/account enforcement
 - New business discovery for licensing
- 10 **Customer Service Division Director**
 - Customer Service Bureau
 - Neighborhood Customer Service Centers
 - Customer Solutions Team
 - Customer service request system
- 11 **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
- 12 **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 (OBU)

- 13 **Chief Operating Officer**
 - Capital development and construction
 - Facility operations and fleet services
 - Real estate services
 - Logistics and emergency management
- 14 **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
- 15 **Facility Operations Division Director**
 - Property management
 - Facility services
 - Building operations
 - Maintenance control
- 16 **Fleet Management Division Director**
 - City vehicle maintenance and fueling operations
 - Citywide motor pool services
 - Engineering, design, procurement, and asset preservation
 - Green fleet implementation
- 17 **Real Estate and Planning Services Division Director**
 - Enterprise real estate information and policy development
 - Property searches and appraisals
 - Real estate reuse, acquisition, and sale
 - Leases and use permits
 - Emergency planning

