



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



Seattle
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