FULL TIME POSITION:
ASSISTANT COMMISSIONER, BUSINESS PROGRAMS
DIVISION OF BUSINESS SERVICES

Agency Description:
The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:
The Assistant Commissioner for Business Programs will oversee the strategy, daily operations and program development for SBS programs helping businesses launch, grow and recover from emergencies. The Assistant Commissioner will set lead unit strategic planning, set unit goals, determine key performance indicators aligned with division priorities, measure outcomes and impact, and manage quality assurance, budgets, and service delivery. Overall, the Assistant Commissioner will oversee a team of ~30 SBS employees and organizations contracted to complete program responsibilities. This position will report to the Deputy Commissioner of Business Services. Specific responsibilities include, but are not limited to:

- Oversee 15+ programs and services targeted at launching and growing businesses, including initiatives focused on women entrepreneurs, long-standing local businesses, business resiliency, and government navigation
- Participate in agency strategic planning and lead division-wide strategic planning within unit
- Identify professional development opportunities to build staff capacity
- Support team in developing work plans, setting annual goals, managing program budgets, and tracking key performance indicators
- Identify gaps in products/services (defined by unmet customer need) and opportunities to implement new and innovative products/services and/or initiatives regularly
- Work with agency and division resources to train staff on business development and oversee the creation of pipeline-development strategies for every program and service
- Maintain relationships with key public, private and non-profit partners
- Support division-wide initiatives and ensure cross-promotion of SBS services to target audiences
- Other initiatives and responsibilities, as needed

Preferred Skills:
- Strong management and leadership skills, including budget and timeline management
- Experience in working with small businesses, City government and community partners
- Outstanding analytical, presentation, writing, and communication skills

Qualifications:
1. A baccalaureate degree from an accredited college and 5 years of full-time, paid advisory or administrative experience acquired within the last fifteen years, including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning.

How to apply:
To apply, please email your resume and cover letter including the following subject line: Assistant Commissioner, Business Programs to: careers@sbs.nyc.gov

Internal candidates: please email your resume and cover letter including the following subject line: Assistant Commissioner, Business Programs to: HRHELP2@sbs.nyc.gov

ALSO:
City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 361777 
Assistant Commissioner, Business Programs
All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 361777

**Salary: Commensurate with experience**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency is required within 90 days of appointment**

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services  
Human Resources Unit  
110 William Street  
New York, New York 10038