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## **FULL TIME POSITION: EXECUTIVE DIRECTOR OF CONSTRUCTION SAFETY TRAINING WORKFORCE DEVELOPMENT DIVISION**

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### **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.

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### **Job Description:**

In accordance to Local Law 196 established in late 2017, SBS has developed a program to provide equal access to construction site safety training to address the needs of individuals who do not have access to such training and to fulfill the Mayor's commitment to train the employees of small businesses. The Executive Director will be responsible for leading the agency's efforts to support the implementation of training for all targeted groups.

The Executive Director will be the principal staff member responsible for the administration, operations and project management for all Construction Safety training efforts at the agency. This role will be part of the SBS Workforce Development Division.

The Workforce Development Division is dedicated to improving the economic mobility of all New Yorkers through the delivery of employment and training services. The Workforce Development Division manages the Workforce Innovation and Opportunity Act (WIOA) funded adult workforce development system in New York City. SBS operates a network of Workforce1 Career Centers across the five boroughs and invests in occupational skills training for over 4,000 New Yorkers annually. Workforce development programs are delivered in support of and in alignment with Mayor de Blasio's workforce development strategy, Career Pathways.

Some specific responsibilities include, but are not limited to:

- Manage a team of 3-5 staff members responsible for project implementation
- Oversee the launch of Construction Safety Training in its entirety, including the development of program guidelines, RFP execution, contract negotiations, and vendor management
- Set goals and monitor the pace of training for both individuals and the program for employees of small businesses
- Manage key relationships with partner City agencies, including but not limited to: the Department of Buildings and the Mayor's Office of Operations
- Work with the SBS Communications Team to establish outreach and marketing campaigns to generate awareness of construction safety training
- Track and report workflow and results on a regular basis for Executive-level staff
- Work with direct reports to implement project pipeline and set program goals

### **Preferred Skills:**

- Exceptional leader with a proven track record in program management and service delivery
- Demonstrated experience in occupational skills training or employment services and private or public sector experience in business or working directly with businesses
- Experience in construction, construction management, or construction safety strongly preferred
- 5-7 years professional experience
- Ability to manage a team and work with multiple stakeholders
- The ability to organize and drive projects to timely completion
- Excellent communication, operational, problem solving, and quantitative skills

**The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**



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**Qualifications:**

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience 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 or;
  - a) A satisfactory equivalent combination of education or experience. However, all candidates must have 2 years of managerial or executive experience as described above. Appropriate graduate study in an accredited college may be substituted for the general experience on a year-to-year basis.

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**How to Apply:**

**Please email** your resume and cover letter including the following subject line: **Executive Director of Construction Safety Training** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**ALSO:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for Job ID: 346093

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search by agency Small Business Services and search for Job ID: 346093

**Salary range: 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