



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
60 HUDSON STREET, NEW YORK, NY 10013

CHARLES M. SMITH, Jr., R.A., Commissioner

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Administration & Operations
312-8001

Administration
Informational Notice #10/88

TO: All Staff

FROM: Stewart D. O'Brien

DATE: July 19, 1988 7/19/88 SDU

RE: Revision of In-House Designations — Manhattan Borough Office

Effective immediately the in-house title of Director Borough Operations for the Manhattan Borough Office is discontinued. The functions previously allocated to the Director of Borough Operations/Manhattan title are now assigned the title of Borough Manager/Manhattan. The functions previously assigned in Manhattan to the Borough Manager title are now assigned the title of Deputy Borough Manager.

This change is implemented to bring the Manhattan Borough Office operations and title designations in line with those of the other four borough offices of the Department of Buildings.

Effective immediately, please reflect the new designations in all communications as appropriate.