

**FULL TIME POSITION:  
DEPUTY COMMISSIONER  
Business Acceleration/Development Division**

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**Agency Description:**

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

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**JOB DESCRIPTION**

The Business Acceleration/Development Division is dedicated to helping NYC businesses form, do business and expand in New York City while leading systemic change to improve the regulatory environment for businesses. The New York City Department of Small Business Services is seeking a Deputy Commissioner to oversee the Business Acceleration/Development Division.

**RESPONSIBILITIES**

- Lead and manage Business Acceleration/Development division (currently 70+ full-time staff) to ensure successful service delivery and fulfillment of program objectives
- Guide senior leadership and staff in implementing Division's strategic plan by developing, executing, evaluating, and making recommendations on programmatic, operational, and technological initiatives
- Set Division policies and define Division objectives and initiatives by leading strategic planning process and analyzing performance indicators
- Develop and maintain relationships with Mayorality, City agencies, other government entities, community organizations, and industry associations
- Oversee City's SB1, Financial and Business Services,, NYC Business Solutions, Business Incentives, Emergency Response and Business Acceleration programs and initiatives.
- Lead preparation of and deliver external communications, including testimony at public hearings, and content for public speaking engagements, panels, and training sessions

**PREFERRED SKILLS**

- Exceptional leader with a proven track record in business services, operations, program management and service delivery
- Significant knowledge of entrepreneurship, regulatory environment for businesses in NYC and economic development
- Significant experience working with industry and small business community
- Experience directing large systems
- Experience managing senior staff
- Knowledge of New York City economy
- Excellent interpersonal, organizational, strategic thinking and quantitative/qualitative skills.
- Strong communications, presentation and writing skills.
- Ability to manage teams; implement change management processes
- Knowledge of government procurement principles, rules and implementation.



## **QUALIFICATIONS**

- A masters degree from an accredited college in business, public administration, public policy, public policy, urban affairs, finance, economics, or a related field plus 10+ years satisfactory full-time professional experience in : business administration, law, public market operations, government contracting, urban planning, finance, grant administration, program management, service delivery, or economic development.  
OR  
A baccalaureate degree from an accredited college in business or related field. Plus 12+ years of satisfactory full-time professional experience in program management, service delivery or economic development
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## **How to Apply:**

To apply for this position, please email your resume and cover letter including the following subject line:  
**Deputy Commissioner, Business Acceleration/Development Division** 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:

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search for Job ID:

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

**NYC residency is required within 90 days of appointment (does not apply to all positions)**

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