



OFFICE OF PERSONNEL & LABOR RELATIONS

CITY OF SYRACUSE, MAYOR BEN WALSH

JOB POSTING

Richard Alsever
Director

Michael Messersmith
Assistant Director

PLEASE POST ANNOUNCEMENT

Qualified City employees are invited to apply for the following job vacancy. Application and/or resume, cover letter, and three work-related references should be submitted to Personnel (Personnel@syr.gov).

Posting Date:
8/15/25 – 8/29/25

DEPARTMENT OF LAW

Bureau of Parking Violations/Administrative Adjudication

Job Title: Deputy Director/Supervising Administration Law Judge

Grade: 90

Salary: \$103,000 - \$110,000

Equal Opportunity Employer

Women and Minority Applicants are encouraged to apply.

City of Syracuse residency will be required.

DISTINGUISHING FEATURES OF THE POSITION:

The Deputy Director/Supervising Administrative Law Judge of the Municipal Violations Bureau will assist in the daily administrative and adjudicative task of the Bureau which includes the Bureau of Administrative Adjudication and the Parking Violations Bureau.

The purpose of the Bureau of Administrative Adjudication is to systematically address blight and quality of life violations that negatively affect individuals living in substandard properties and impact the neighborhoods surrounding such properties. The goal of the Bureau is to improve compliance with property codes that affect the health and safety of residents and vitality of our city's neighborhoods by expediting the levying of fines and penalties that remain non-compliant after an established period to remedy the violation has been given.

The purpose of the Parking Violations Bureau is to address violations of any law, rule, regulation, or ordinance providing for or regulating the parking, stopping or standing of a vehicle within the city. The goal of the Bureau is to improve compliance with parking violations that affect the safety of residents and vitality of our city's streets by expediting the levying of fines and penalties that remain non-compliant after an established period to remedy the violation has been given.

**Office of Personnel &
Labor Relations**
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GROWTH. DIVERSITY. OPPORTUNITY FOR ALL.

The Deputy Director will work in close collaboration with the Division of Code Enforcement and the Department of Neighborhood and Business Development, as well as the City Payment Center and the Syracuse Police Department to enforce State, County, and City laws and regulations related to violations in building code and parking code that negatively impact the health, welfare and safety of the residents of the city of Syracuse.

Candidates for this role should demonstrate a passion for public service and a strong desire to help improve the city's neighborhoods. Candidates should also have a proven track-record of successful mediation and be able to communicate effectively with diverse groups of people in a variety of situations. The employee shall devote his or her entire work time to managing the duties of the Bureau, and perform related work as required. This position reports to the Director of the Municipal Violations Bureau.

TYPICAL WORK ACTIVITIES:

- Act as the Deputy Director of the Municipal Violations Bureau (Bureau of Administrative Adjudication and Parking Violations Bureau)
- Act as the Supervising Administrative Law Judge presiding over BAA and PVB hearings and supervising BAA and PVB ALJ's
- Oversee full-time and part-time staff members
- Handle constituent escalations and concerns

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Thorough knowledge of municipal law as it relates to the Syracuse Property Maintenance Code, Syracuse Zoning Ordinance and New York State Property Maintenance Code and other applicable laws and regulations;
- Thorough knowledge of vehicle and traffic law as it relates to the Syracuse Traffic Code and other applicable laws and regulations;
- Thorough knowledge of administrative law and procedures;
- Ability to organize materials for hearings;
- Ability to produce reports on compliance outcomes;
- Ability to comprehend and carry out difficult assignments in a timely manner;
- Ability to get along and work well with others;
- Ethical conduct in the practice of law in the State of New York; and
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years of progressively responsible experience in the practice of law within the State of New York.

City of Syracuse residency is required.

SPECIAL NECESSARY REQUIREMENT

Candidates must be admitted to practice before the bar of the State of New York.

The City of Syracuse may conduct a criminal background check with regard to the employment sought.

The Affirmative Action Policy of the City of Syracuse is to provide equal employment opportunity for all individuals regardless of race, color, sex, religion, creed, age (18 and over), marital status, national origin, disability, veteran status, gender identity or gender expression, sexual or affectional preference or orientation, or any other classified group within the protected class. If you have a disability for which you wish special accommodation to be made, contact the Office of Human Resources, One Park Place, 300 S. State St., 7th FL at 315-448-8780 or Personnel@syr.gov.