

ANN MARIE SALMON

EXECUTIVE SUMMARY

Commissioner with 15+ years of progressive experience overseeing critical aspects of operations on behalf of government agencies, promoting integrity and transparency of departmental budgets, policies, and administrative functions. Adept at overseeing annual budgets of up to \$225 million each year, working with city officials to manage all phases of complex procurement processes, prioritize infrastructure improvements, and align capital expenditures with modernization goals. History of expanding professional development opportunities for hundreds of talented employees, consistently promoting safe and inclusive workplace culture with paths for advancement.

EXPERTISE

Project Management
Executive Leadership
System Implementation
Procurement Oversight
Stakeholder Relations
Public Communication
Fiscal Management
Process Improvement
Fleet Management
Staff Development
Strategic Planning
Training Initiatives
Human Resources
Policy Formation

EDUCATION

**CUNY - BARUCH
COLLEGE**
*Master of Public
Administration*

**UNIVERSITY OF
NOTRE DAME**
*Bachelor's Degree in
Liberal Studies*

TECHNICAL SKILLS

MS Office Suite (Project)
Adobe Creative Suite
New World ERP
Kronos
ArcGIS
Asana
Trello
SPSS
Visio

PROFESSIONAL EXPERIENCE

CITY OF ALBANY | Albany, NY

Commissioner - Administrative Services | Aug. 2023 – Present

- Reporting to the Mayor, managed critical aspects of City of Albany municipal operations, with initiatives impacting nearly 100,000 residents citywide.
- Developed \$225+ million operating budget and \$245+ million multi-year capital expenditure plan, effectively balancing citywide priorities with fiscal constraints.
- Served as part of executive leadership team for city with 1,300+ full-time employees.
- Managed department of 50 employees including the Offices of Budget, Human Resources, Innovation, Information Technology/GIS, Purchasing, MWBE Compliance, Payroll, Equal Employment Opportunity, Public Records, Energy & Sustainability, and Cultural Affairs.
- Advised and recommended policy actions to the Mayor and Common Council on budget, operations, planning, human resources, sustainability, and other administrative matters.
- Began developing a roadmap for the electrification of the City's fleet and secured legislative approval of \$13 million capital plan for EV conversions.
- Saved the City \$3.6 million by restructuring pharmacy benefit management.
- Initiated project to update the City's Climate Action Plan to create a roadmap towards a sustainable future.
- Implemented Prenatal Leave, Parental Leave, and Paid Family Leave for city workforce.
- Served on the Albany Community Development Agency Board.

Executive Deputy Commissioner - Administrative Services | Jan. 2022 – Aug. 2023

- Reporting to Commissioner, oversaw critical citywide administrative functions including budget, grant planning, human resources, sustainability, payroll, purchasing, and IT.
- Directed internal administration of \$25 million ARPA grant program, funding 35 organizations to build affordable housing, support businesses, and expand homeownership.
- Oversaw citywide compensation study to establish market rate salaries for government roles, working to promote equitable payment structure and improve employee retention.
- Secured \$3.5 million+ in grants for infrastructure and planning in one-year-period, with \$650,000 leveraged to procure fleet of electric vehicles and charging stations citywide.
- Established new Sustainability Department, converting 10,000+ streetlights to LED technology and conducting energy audits of 25+ government buildings.
- Oversaw campaign to improve diversity in recruitment operations, launching dedicated candidate website and introducing outreach strategies to attract and retain public servants.
- Supervised Director of Sustainability, Innovation Project Managers, Purchasing Director, Payroll Director, Senior Compliance Coordinator, Records Manager, and HRIS Analyst.

Deputy Commissioner - Administrative Services | Jan. 2019 - Jan. 2022

- Supported 1,400 municipal employees throughout COVID-19 pandemic, establishing telecommuting policies and leading transformation to digital services.
- Provided budgetary oversight for \$80+ million American Rescue Plan Act funding, including rollout of hazard pay and community grant application process.
- Led innovation team to address critical housing issues, receiving \$1 million grant to implement impactful programs.
- Interfaced with Commissioner and cybersecurity agencies to coordinate emergency response processes, working to devise continuity plans for IT backups and disaster response.
- Supervised Project Managers, Purchasing Director, Payroll Director, Compliance Coordinator.

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ADDITIONAL EXPERIENCE

CITY OF ALBANY | Albany, NY

Director of Innovation - Administrative Services | Oct. 2017 - Jan. 2019

- Launched first-ever Office of Innovation & Performance, working to modernize and improve critical municipal infrastructure and programming while reporting to Commissioner of Administrative Services.
- Implemented automated data transfer between critical IT systems, achieving significant time savings, improved accuracy, and increased data integrity, and expedited updates of administrative records.
- Partnered with New York State to introduce lean project management framework, improving citywide operations which led to agency winning award for *Outstanding Lean Performance*.
- Worked with State officials to conduct fleet utilization study, installing trackers on hundreds of vehicles to monitor fuel use, generate automatic maintenance schedules, and produce performance reports.
- Introduced new policies to centralize municipal vehicle inventory, rollout safety programs, and promote purchase of EVs.
- Managed entire data configuration & migration from 30-year-old legacy tool, training 275+ staff on new features.
- Initiated improvements to onboarding and payroll administration procedures for division with 100+ seasonal employees.
- Developed training programs covering sexual harassment prevention, workplace violence protections, and diversity and inclusion, promoting positive workplace culture and adherence to regulatory requirements.
- Selected to participate in Bloomberg Harvard City Leadership Initiative, intensive year-long professional development program, earning recognition as one of two selected citywide to take part.
- Supervised Project Managers and Business Analyst.

NYC DEPARTMENT OF PARKS & RECREATION | New York, NY

Project Manager - Innovation & Performance Management | Jan. 2017 - Oct. 2017

- Served as in-house consultant on first change management team established within NYC Parks, working across agency to identify and implement service delivery improvements and advance data-driven decision-making.
- Managed team of data specialists and analysts, providing ongoing coaching to support staff.
- Managed project to automate work location assignments and schedules for 1,500+ temporary and seasonal employees, developing business requirements with stakeholders in compliance with project timelines.
- Worked with Operations Director to recruit and onboard 15-person crew, allocating \$450,000+ budget to manage projects.
- Oversaw business ownership of software product used by 1,000+ employees to track agency work, assets, and inventory.
- Outlined long-term strategy for agency asset management with Assistant Commissioner and Chief of Staff.
- Collaborated with IT division to draft five-year RFP for software consulting contract worth \$1.5 million.

Project Coordinator/Policy Analyst - Innovation & Performance Management | May 2015 - Jan. 2017

- Managed interdisciplinary projects involving multiple stakeholders, including frontline staff and executive leadership.
- Oversaw critical aspects of enterprise asset management software upgrade accessed by 500+ staff, defining business requirements and contributing to testing and training processes.
- Worked with Director of Data Analytics to create single authoritative source for agency data, overseeing project, interviewing stakeholders, and inventorying existing data sets while reporting to Assistant Commissioner.
- Oversaw initiative to increase utilization of field workforce through better deployment of resources, analyzing data from nearly 20 community board districts to measure efficiency of borough operations and recommending improvements.
- Managed roll-out of mobile app to track maintenance activities, working with stakeholders throughout interface design, user onboarding, and development of metrics dashboard.
- Delivered presentations to borough leadership, summarizing critical findings of newly accessible performance metrics.

NEW YORK ROAD RUNNERS | New York, NY

Senior Project Manager | Dec. 2009 - May 2015

- Oversaw planning process for New York City Marathon and other large-scale events, implementing year-round planning structure 12-18 months in advance which significantly reduced programming delays.
- Managed registration procedures impacting over 180,000 applicants, streamlining mobile applications and reporting tools to facilitate accurate projections of future registrations.
- Worked directly with finance department to manage a budget of \$12 million, ensuring adherence to budgetary constraints.
- Analyzed data and compiled reports pertaining to broadcast viewership, merchandise sales, sponsorship revenue and applicant demographics, identifying trends and key issues to inform future race planning.
- Initially hired as manager, earning multiple promotions in recognition of exceptional performance, supervising Project Manager and Project Assistant.