



CITY OF MOUNT VERNON, N.Y.  
DEPARTMENT of PUBLIC WORKS

SHAWYN PATTERSON-HOWARD  
*Mayor*

City Hall, One Roosevelt Square  
Mount Vernon, NY, 10550  
(914) 665-2300 – Fax: (914) 665-2476

DWYANE JONES  
*Commissioner*

JOHN NUCULOVIC  
*Deputy Commissioner*

**REVISED LETTER**

March 30, 2026

Honorable City Council Members  
The City of Mount Vernon  
Mount Vernon, New York  
*(Through the Office of the Mayor)*

**Re: Senior Account Clerk Consolidation, Transfer and Creation Assistant Commissioner**

Dear Honorable City Council Members,

I am writing to formally request retroactive approval to consolidate and transfer the Senior Account Clerk within the Department of Public Works, to create the title of Assistant Commissioner of Public Works, effective February 9, 2026.

This position will be created by combining and consolidating the roles, duties, and responsibilities currently assigned to the Secretary and the Senior Account Clerk. The Department of Public Works continues to manage increasing administrative and financial complexity, including expanded compliance obligations, financial controls, and interdepartmental coordination tied to extended operations and emergency response. By consolidating responsibilities into a single executive-level administrative position, the Department will improve internal workflow efficiency, establish transparency, strengthen accountability for sensitive administrative and fiscal functions, and enhance strategic support to the Commissioner in a manner that exceeds the limitations of the existing separate roles.

Therefore, I am hereby requesting the following legislative approval(s) by this Honorable City Council and thereafter submitted to the Board of Estimate for authorization:

**Step 1 - Transfer of Funds (N/A)**

There is sufficient funding remaining 2026FY Salary Budget lines below, therefore a transfer of funds is not warranted for this acquisition.

Title	2026FY Adopted Salary
<b>Secretary</b>	<b>A1490.101</b> Commissioner’s Office (Salaries and Wages) - <b>\$60,000</b>
<b>Senior Account Clerk</b>	<b>A1490.101</b> Commissioner’s Office (Salaries and Wages) – <b>78,540</b>

**\*There is \$122,554.84 remaining in both salary lines to cover the compensation for the new position**



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DAMANI L. BUSH  
*Commissioner*

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**Step 2 - Salary Amendment**

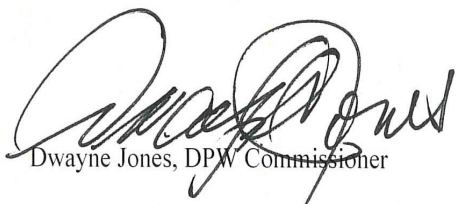
The proposed promotion includes the following salary amendment to transfer the remaining salary for the Senior Account Clerk and Secretary to fund the Assistant Commissioner of Public Works at a Grade 14 in accordance with the CSEA Union, as follows:

Title	New Salary
Secretary	\$1.00
Senior Account Clerk	\$1.00
Assistant Commissioner of Public Works – <b>Fund</b>	<b>\$104,150.70</b>

**Step 3 – Salary Resolution** - Subsequently, a corresponding separate Salary Resolution will be sent to the Board of Estimate, to coincide with this legislative request upon approval.

Thank you for consideration in this matter.

Respectfully,

  
Dwayne Jones, DPW Commissioner

Cc: Human Resources  
File

Attachments: Assistant Commissioner of Public Works – Civil Service Job Specifications