

**POSITION AVAILABLE: District Manager**  
**Salary Range: Based on Experience**  
**Division/Work Unit: Bronx Community Board 4**

Bronx Community Board 4 is a New York City agency established to identify the needs of our community and advocate through city government to meet those needs. In addition, we are empowered through the New York City Charter to make decisions on land use, budgets, public policy and to monitor city services. The Board is composed of appointed members who represent different areas of our district, which includes Mount Eden, Highbridge, East Concourse, West Concourse and Concourse Village sections of the Bronx.

**Duties and Responsibilities**

Under direction of the Community Board, the District Manager:

- Directs the day-to-day operations of the Board office
- Supervises, evaluates, directs and motivates staff
- Assists the Board in the monitoring and evaluation of municipal services within the district
- Responds to constituent concerns relating to services provided by municipal agencies within the district and reports those concerns to the Board
- Responds to information requests from the Board and the public in a timely fashion
- Maintains Community Board files and records in both paper and electronic form
- Works with the officers of the Board on its internal budget and payment processing

- Works with Committee chairs and Board members to assist with various needs of the committees
- Makes policy and strategy recommendations to the Board including but not limited to Bronx CB4 capital and expense budget priority recommendations for New York City
- Responsible for updating the Board website
- Presides over monthly District Service Cabinet meetings, which includes establishing the agenda and creating and preparing reports to the Board
- Attends monthly Borough Service and Borough Board meetings
- Must be able to attend monthly Board meetings and selected committee meetings, which are normally scheduled in the evening, as well as other occasional evening and weekend events and meetings
- Takes minutes of selected monthly meetings
- Establishes and maintains a working relationship with local elected officials and their representatives, city agencies, nonprofit organizations, faith-based organizations, businesses and other community groups
- Must be a strong advocate for the Board's views, as directed by the Board
- Must be able to work well with a diverse community
- Must be able to travel locally
- Performs other general and miscellaneous tasks to support the mission and work of the Board

### Required Qualifications

1. Education and/or experience which is equivalent to "A", "B" or "C" below:
  - a. A baccalaureate degree from an accredited college and two years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which one year must have been in a supervisory or administrative capacity; or
  - b. An associate degree from an accredited community college and four years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which one year must have been in a supervisory or administrative capacity; or
  - c. A four year high school diploma or its educational equivalent and six years of full-time satisfactory experience in community work, public

- administration or related fields, or public information or relations, of which one year must have been in a supervisory or administrative capacity;
2. *New York City residency required, unless employed by New York City for more than 2 years*

### Important Skills

- Familiarity and experience with the Community Board and government operations
- A history of strong managerial, organizational and supervisory skills
- Excellent oral and written communications skills
- Computer proficiency, including mastery of office and web based applications
- The ability to manage multiple projects and meet strict deadlines
- Cultural sensitivity and competency for a diverse population

### To Apply

SUBMIT your cover letter and resume by United States Postal Service mail, postmarked no later than Friday, February 5, 2016.

Bronx Community Board 4 Search Committee  
1650 Selwyn Avenue, Suite 11A  
Bronx, New York 10457

*Please do not call or visit the Community Board office regarding your application*

- Residents of Bronx Community Board 4 and bilingual candidates are encouraged to apply
- This position is classified in the Non-competitive Class
- For FLSA purposes, this position is Exempt
- This position offers a competitive fringe benefits package, including paid time off

***The City of New York and Bronx Community Board 4 are Equal Opportunity Employers***