



THE CITY OF NEW YORK                      BOROUGH OF THE BRONX  
COMMUNITY BOARD 5  
Honorable Ruben Diaz, Jr., *Bronx Borough President*

Chairperson  
**Dr. Bola Omotosho**

District Manager

# JOB ANNOUNCEMENT

Bronx Community Board 5 is seeking a qualified individual to fill the position of District Manager. The ideal candidate will possess a comprehensive knowledge of the operations of New York City Government and must be familiar with the dynamics of the communities that are within the Board. She / He must be a New York City resident, if employed by New York City for less than 2 years. Salary for this position will be commensurated with qualifications and experience.

Mail cover letter and resume to  
Bronx Community Board 5 Search Committee  
P.O. Box 1448  
Bronx, New York 10453

Postmark no later than Wednesday, November 23, 2016

The City of New York and Bronx Community Board 5 are Equal Opportunity Employers

---

Bronx Community Board 5 is a City Agency serving the communities of Fordham, Morris Heights, Mount Hope and University Avenue. The Board consist of 36 members who are appointed by the Borough President and the City Council members representing the district. The Community Board is the first line of City Government and acts in the advisory role of Land-use and the Municipal Services process, community advocacy, and dissemination of information etc.

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

BCC Campus • McCracken Hall, Rms. 12 & 13 • W. 181st Street & Dr. Martin Luther King, Jr. Blvd. • Bronx, New York 10453  
Telephone (718) 364-2030 • Facsimile (718) 220-1767 • Facsimile (718) 220-8426 • brxcb5@optonline.net • bx05@cb.nyc.gov

*Serving these Neighborhoods:*  
Fordham, Morris Heights, Mount Hope, University Heights

## **Qualification Requirements**

1. 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
2. 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
3. A four year high school diploma or its educational equivalent and six 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
4. Education and / or experience which is equivalent to "1", "2" or "3" above.

## **Essential Skills**

- A history of strong managerial, organizational and supervisory skills.
- Excellent communication skills and computer competency. Familiarity with social media.
- The ability to manage multiple projects and meet strict deadlines.
- Demonstrates cultural sensitivity and competencies within a diverse population.
- Spanish speaking is a plus.