



Bronx Community Board No. 8  
5676 Riverdale Avenue – Suite 100  
Bronx, New York 10471

## **Position Available: District Manager**

Salary Range: From \$70,000, based upon experience

Division/Work Unit: Bronx Community Board No. 8

Bronx Community Board No. 8 is a New York City agency established to identify the needs of our community and advocate through city government to meet those requirements. 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 Fieldston, Kingsbridge, Kingsbridge Heights, Marble Hill, Riverdale, Spuyten Duyvil and Van Cortlandt Village.

### **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 to maintain a professional and efficient office
- 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
- Responsible for timely data entry for payment processing of Board bills and expenses
- Works with Committee chairs and Board members to assist with various needs of the committees
- Makes policy and strategy recommendations to the Board on 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 an 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**

**EMAIL** your cover letter and résumé to: [cb8resumes@gmail.com](mailto:cb8resumes@gmail.com) no later than **March 9, 2018**

**OR**

**SUBMIT** your cover letter and résumé by USPS mail, postmarked no later than **March 9, 2018** to:

Bronx CB8 Search Committee  
Bronx Community Board No. 8  
5676 Riverdale Avenue, Suite 100  
Bronx, New York 10471

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

- Residents of Bronx Community Board 8 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 New York City comprehensive fringe benefits package

*The City of New York and Bronx Community Board 8 are Equal Opportunity Employers*