Bronx Community Board 9
1967 Turnbull Ave
Bronx NY 10473

Job Announcement

Position Available: District Manager

Title Code No: M56086
Salary Range: Based on Experience
Office Title: District Manger
Division/Work Unit: Bronx Community Board 9
Number of Positions: 1

Bronx Community Board 9, 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 the monitoring of city services. The Board is comprised of appointed volunteer residents who represent different areas of our district, which include Bronx River, Castle Hill, Clason Point, Harding Park, Parkchester, Park Stratton, Soundview, Unionport, and the Zerega Business Zone.

Under executive direction of the Community Board, the District Manager represents the Board in monitoring and evaluation of municipal services within the community district and actively participates in the coordination of delivery of these services.

Duties and Responsibilities:

- Maintains the day-to-day operations of the Board office including internal budget of the Board, processes citizen complaints, provides accurate information to the public and maintains files and records both paper and electronic.
- Supervises, evaluates, directs and motivates staff.
- Makes policy and strategy recommendations to the Board including; but not limited to, CB9 Capital and Expense budgets of NYC, and executes Board policy.
- Resolves problems and assures delivery of City services. Processes constituent complaints relating to services provided by municipal agencies within the district, and reports such complaints (written and/or verbal) to the Community Board.
- Distributes information to the Board and community in a timely fashion, including keeping the Board website current.
- Presides over monthly District Service Cabinet meetings, which includes establishing the agenda and creating and preparing reports to the Board.
- Attends monthly Borough Service, Borough Board and Committee meetings.
- Must be able to attend monthly Board meetings and committee meetings, which are scheduled in the evening; and must also attend occasional weekend events as well.

- Establishes and maintains a working relationship with elected officials and their representatives, city agencies, nonprofit organizations, places of worship, businesses and all other community groups and agencies.
- Must be a strong advocate for the Community Board views, as directed by the Board.
- Must be able to work well with a diverse community.
- New York City residency required, if employed by New York City for less than 2 years.

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 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

- Familiarity and experience with NYC Community Board & Government operations.
- A history of strong managerial, organizational and supervisory skills.
- Excellent communications skills and computer competency.
- The ability to manage multiple projects and meet strict deadlines.
- Demonstrates cultural sensitivity and competencies within a diverse population.

Lines of Promotion

None: This class of position is classified in the Non-Competitive Class

To Apply

1. Please submit your resume by USPS mail, postmarked by no later than **Friday, March 13, 2015** to:

Search Committee
Bronx Community Board 9
Room 7
1967 Turnbull Ave, 2nd
Bronx NY 10473

OR

2. Email your resume by no later than **Friday, March 13, 2015** to:

cb9resumes@optonline.com - Please type in ***Search Committee*** in subject line.

The City of New York & Bronx Community Board 9 is Equal Opportunity Employers