

**MANHATTAN COMMUNITY BOARD #1
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: District Manager	OFFICE TITLE: District Manager
DIVISION/WORK UNIT: Manhattan Community Board #1	SALARY: \$70,000 - \$85,000
HOURS: 35 hours per week Evening and weekend work hours will be required	WORK LOCATION : One Centre Street Room 2202, New York, NY 10007

JOB DESCRIPTION

Manhattan Community Board #1 is a NYC government agency covering the Financial District, Battery Park City, Civic Center/South Street Seaport and Tribeca neighborhoods. The Community Board has 50 volunteer members and interacts with members of the community and government agencies to represent the community interests regarding land use, service delivery, quality of life, budget and other matters taking place in this vibrant Lower Manhattan community.

The Community Board is seeking a new District Manager to supervise the small paid staff of the Board and carry out the policies of the Board. The District Manager reports to the Board Chair and also has considerable interaction with Board members, community residents and businesses, government agencies and local elected officials. The District Manager also oversees the drafting of letters, resolutions and other correspondence and oversees the day to day operation of the district office.

- The District Manager (DM) makes policy recommendations to the Board and executes policy set by the Board and negotiates and maintains liaison between the Board, government agencies and community groups.
- The DM works with committee chairs on formulating agendas, coordinating full Board and committee meetings and setting up public forums.
- The DM attends a range of committee and full Board meetings every month, oversees communication with City and State agencies, local elected officials, community organizations and other entities. Offers testimony on behalf of the CB.
- The DM manages the district office and helps to resolve community issues and complaints submitted to the Community Board. The DM hosts a monthly District Service Cabinet meeting intended to help resolve local issues with City agencies.
- The DM oversees the dissemination of meeting notices, calendars as well as letters and resolutions to appropriate parties.
- The DM plays a large role in managing communication, public information and public relations on behalf of the CB.
- The DM coordinates Board input regarding the City Budget, District Needs Statement and Annual Report.
- The DM is responsible to ensure both an efficiently run office and one that has good intra office communication and operates cohesively as a team.
- Familiarized with social media.
- Familiarized with the City's Office of Management/Financial Management System.

MINIMUM QULIFICATIONS

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

PREFERRED QUALIFICATIONS

- Excellent managerial, interpersonal and communications skills – oral and written – are required.
- Prior managerial or supervisory experience and knowledge of the operations of New York City government are necessary.
- Prior experience working in City government and work with community organizations strongly preferred.
- Must have the ability to multi-task, working both individually and with others; establish and meet deadlines; communicate effectively with staff, members of the Board, and members of the community; work in a high pressure environment; attend evening meetings.
- Must have excellent computer and technology skills.
- College BA required; additional graduate studies in areas such as public administration, urban planning and social work desirable.

TO APPLY

Interested candidates must do the following steps:

- Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to:
Cb1dmposition@gmail.com with “**DISTRICT MANAGER**” in the subject line **AND** apply for this position on the **NYC Careers Website**:
 - City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>, Click on Recruiting Activities/Careers and search for Job ID#298095
 - Non-City Applicants may apply by going to www.nyc.gov/careers/search and search for Job ID#298095

Only candidates being considered will be contacted

New York City residency is required within 90 days of appointment.

The City of New York is an Equal Employment Opportunity Employer