

**MANHATTAN BOROUGH PRESIDENT'S OFFICE  
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Assistant District Manager  
Title Code No.: 56087

Level: n/a

Salary Range: Compensation will be based upon the individual's qualifications and educational background and how they relate to the requirements of the position.

Office Title: Assistant District Manager

Division/Work Unit: Community Board 10

Hours/Shift: Flexible Hours

Number of positions: 1 Work Location: 215 West 125 Street, 4<sup>th</sup> Floor, NY, NY

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**JOB DESCRIPTION**

**Organization:** Manhattan Community Board No. 10 is a City of New York government agency, covering Central Harlem. Through its 50 member volunteer Board and four (4) City paid staff members, the Community Board engages in various outreach activities and advocates for resident needs in a gentrifying community. With a focus on preserving and developing affordable housing, creating jobs opportunities and improving education, we have an advisory role in the City's land use review process, annual budget, delivery of municipal services and are an active participant in most large-scale development proposals and planning activities.

The Assistant District Manager works closely with the District Manager to support and inform the Board's planning, administrative and outreach activities. Responsibilities include processing service requests; providing administrative support to Board members; planning meetings and events; and working with the District Manager on special projects. The Assistant District Manager has a key role in the Board's liaison and troubleshooting activities and works closely with elected officials, governmental agencies, residents, businesses and service providers. The position is an excellent opportunity for graduates of policy studies, public affairs, urban planning and/or urban affairs.

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**Job Responsibilities:**

- Organize monthly meetings of the board and its committees, participating in all full board meetings and in committee meetings as needed, including evening meetings;
  - Develop relationships with community partners and foster collaborations to further the board's mission
  - Represent the board as needed at public meetings, hearings, and at working sessions with City agencies and elected officials;
  - Write letters and resolutions in support of CB10 positions; maintain communication among board members, community members and others using postal mailings and email, and administer the CB10 website/newsletter;
  - Monitor community conditions and supervise the preparation of monthly status reports, supervise business license and landmarks applications, and handle citizen complaints from intake to resolution;
  - Assist the District Manager in supervising board office staff and interns, directing office operations and administering the office budget;
  - Conduct topical research on planning issues and other matters of concern to the Board and to the community.
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**Qualifications:**

Bachelors degree required (Masters degree preferred); excellent communication, interpersonal and organizational skills; experience supervising staff; professional experience in urban planning and/or other urban disciplines desirable; working knowledge of City government, and experience managing community development projects helpful; proficiency in MS office applications essential, other computer skills desirable. Bilingual is a plus. The Assistant District Manager must be a New York City or Nassau, Suffolk, Westchester, Putnam, Rockland and Orange County resident.

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*Resume and cover letter must be received by email or mailed/hand delivered sealed no later than **May 29, 2014***

Manhattan Community Board 10 Manhattan

Attn: Personnel Search Committee

Mailing Address: 215 West 125 Street, 4<sup>th</sup> Floor – New York, NY 10027

Email Address: [alassalle@cb.nyc.gov](mailto:alassalle@cb.nyc.gov)

For further information, please visit the Community Board 10 website: [www.nyc.gov/mcb10](http://www.nyc.gov/mcb10)

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