

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

Civil Service Title: Community Assistant
Title Code No.: 56056

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: Community Assistant

Division/Work Unit: Community Board 10

Hours/Shift: 9 AM to 5 PM

Number of positions: 1 Work Location: 215 West 125 Street, 4th Floor, N.Y., N.Y.

JOB DESCRIPTION

Manhattan Community Board 10 is a City 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 to better the quality of life of community residents, has an advisory role in the City's land use review process, annual budget, and delivery of municipal services and is an active participant in most large-scale development proposals and planning activities. We are currently seeking one (1) full-time Community Assistant to work in the Community Board 10 Central Harlem office to attend to visitors and handle public inquiries on the phone and in person in a courteous and professional manner, as well as supply information about Community Board 10 to the general public with poise and confidence.

Responsibilities:

- Open the Community Board office
- Answer telephone- screen and direct calls
- Greet constituents entering office at front desk reception
- Take and relay messages, direct individuals to appropriate staff member
- General administrative and clerical support, occasional filing and scheduling
- Receive and sort mail and deliveries
- Knowledge of staff movements in and out of office
- Prepare faxes, copies, letters and documents
- Assist in coordinating CB activities and meetings
- Maintain Community Board 10 website

Key Competencies:

- Proficiency of clerical procedures, computers and relevant software
- Excellent customer service skills
- Attention to detail
- Verbal and written communication skills
- Information management
- Organizing and planning

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college is preferred with two (2) years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which one (1) year must have been in an administrative capacity; or
2. An associate degree from an accredited community college is preferred with four (4) years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which two (2) years must have been in an administrative capacity; or
3. A four-year high school diploma or its educational equivalent is preferred with six (6) years of full-time satisfactory experience in community work, public administration or planning or related fields, or public information or relations, of which three (3) years must have been in an administrative capacity; or
4. Education and/or experience which is equivalent to "1", "2", or "3" above.

New York City residency required.

*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, 4th Floor – New York, NY 10027

Email Address: alassalle@cb.nyc.gov

For further information, please visit the Community Board 10 website: www.nyc.gov/mcb10

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