

**Assistant District Manager
Community Board #10 – Manhattan
215 West 125th Street, 4th Floor
New York, N.Y. 10027**

Community Board # 10 is seeking an Assistant District Manager. The Assistant District Manager (ADM) performs multiple roles expediting, monitoring and evaluating municipal services for Community Board 10.

Job Description:

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 constituent 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.

Tasks and 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 Manhattan CB 10 positions; maintain communication among Board members, community members and others using postal mailings and email, and administer the Manhattan CB 10 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.

Qualification Requirements:

1. A baccalaureate degree from an accredited college and one (1) year 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 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 year must have been in a supervisory or administrative capacity; or
3. A four-year high school diploma or its educational equivalent and 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 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.

**Resume and cover letter must be received by email or mailed/hand delivered sealed no later than
September 14, 2012**

Manhattan Community Board 10

Attn: Personnel Search Committee

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

Email Address: cb10searchcommittee@yahoo.com

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