

**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, 4th Floor, N.Y., N.Y.

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 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. 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 trouble-shooting 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 programs.

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 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.

Qualifications:

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 Manhattan
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

POSTING DATE: Add Date 08/17/12	POST UNTIL: 09/14/2012	JVN: 351/1 / (Agency Code/Fiscal Year/Number)
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