

**MANHATTAN COMMUNITY BOARD #2
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Assistant District Manager	OFFICE TITLE: Assistant District Manager
DIVISION/WORK UNIT: Manhattan Community Board #2	SALARY: \$45,000
HOURS: 10:00 am – 6:00 pm Evening and weekend work hours may be required	WORK LOCATION: 3 Washington Square Village, NY, NY
<u>JOB DESCRIPTION</u>	
<p>Community Board 2 is a diverse district, bounded on the north by 14th Street, the south by Canal Street, the east by the Bowery/Fourth Avenue, and the west by the Hudson River. It is a unique and rapidly expanding community that includes the vibrant neighborhoods of Little Italy, part of Chinatown, SoHo, NoHo, Greenwich Village, the West Village, Gansevoort Market, the South Village and Hudson Square. Our 50-member volunteer board, supported by a staff of four, has an advisory role in the City’s land use review process, the annual budget, and the delivery of municipal services. The Board is an active participant in land use dispositions and local planning activities as the local government structure for participation in decision making for the community.</p> <p>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; managing constituent services; 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.</p>	
<u>MINIMUM QUALIFICATIONS</u>	
<p>1. A baccalaureate degree from an accredited college and one year of full-time experience in community work, public administration or planning or related fields, or public information or relations; or</p> <p>2. Education and/or experience equivalent to "1" above.</p>	
<u>PREFERRED SKILLS/ABILITIES</u>	
<ul style="list-style-type: none"> • Excellent organizational and communication skills are essential. • Proficiency in Microsoft Office Suite (Word, Excel, etc), Web and GIS. • Familiar with City government and functions, and experience in community development desirable. • Bilingual is a plus. 	
<u>TO APPLY</u>	
<p>Interested candidates should apply by doing the following: Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: bgormley@cb.nyc.gov with “Assistant District Manager” in the subject line AND apply for position on the NYC Careers Website at https://a127-jobs.nyc.gov and search for Job ID#227730. Only candidates being considered will be contacted.</p> <p>New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.</p>	
The City of New York is an Equal Employment Opportunity Employer	
POST DATE: January 8, 2016	POST UNTIL: January 22, 2016