

MANHATTAN COMMUNITY BOARD. NO.6
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: District Manager
Office Title: District Manager
Work Location: 866 U.N. Plaza, Suite 308, NY, NY 10017
Salary: \$80,000-\$90,000-depending on relevant experience

JOB DESCRIPTION

Organization:

Manhattan Community Board No. 6 is a City of New York government agency, covering the east side of Manhattan from 14th to 59th Streets, from the East River to Lexington Avenue, and extending west to Madison Avenue between 34th and 40th Streets. This is one of the most diverse community districts in the city. Located within our boundaries are the United Nations complex, major academic & medical institutions and Stuyvesant Town, Tudor City, Turtle Bay, Peter Cooper Village, Murray Hill, Gramercy Park, Kips Bay, East Midtown Plaza and Sutton Place. Through its 50 member volunteer Board and two (2) staff members, the Community Board engages in various outreach activities and advocates for resident needs. 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 District Manager (DM) reports to the Board Chair and serves at the pleasure of the Community Board. The DM serves as the administrator of the Community Board office, supervising employees, formulating and administering the internal budget of the board. The incumbent manages the day-to-day operation of the district office and hosts a monthly Full Board meeting, and a number of monthly committee meetings covering a range of important community issues.

Job Responsibilities:

- The DM makes policy recommendations to the Board and executes policy set by the Board, regularly conducts negotiations and maintains liaison between the Board, government agencies and community groups.
- In conjunction with the Board, the DM consults, assists and advises public officers, local administrators of agencies, legislative bodies or the Manhattan Borough President with respect to any matter relating to the district and its residents.
- The DM is responsible for coordinating all service-related actions and operations within the Board's district including responding to service requests from constituents and Board members.
- The DM works with the committee chairs on formulating agendas, coordinating full Board and committee meetings including any technological support for meetings, and setting up public forums. The DM works with Board members on budget issues (both internal and external) and the preparation of necessary testimonies.
- The DM works with Board members, helps set agendas for all meetings, establishes monthly calendars, oversees distribution of minutes, letters and resolutions to appropriate parties.
- The DM presides over the District Service Cabinet, alerts agencies to problems, monitors and evaluates delivery of service to the district, coordinates issues of general concern between agencies.
- The DM is responsible for public information/public relations and is an expert on the technical and administrative information on agency operations in the community. The incumbent is responsible for the dissemination of information about city services and programs. The DM is responsible for maintaining and updating the website, preparing, posting, and otherwise transmitting electronic and printed notifications, and both identifying and implementing technological solutions as necessary.
- The DM coordinates board input to the City Budget, District Needs Statement and Annual Report and supports the preparation of such documents with data-driven research and analysis.

QUALIFICATIONS

Minimum Qualifications:

1. A baccalaureate degree from an accredited college and two 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
2. An associate degree from an accredited community college and four 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 six 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.

Preferred Qualifications/Skills:

- Strong managerial, interpersonal, and communications skills – oral and written - are required.
- Prior managerial or supervisory experience and knowledge of the operations of New York City government are necessary.
- Prior experience working in City government and work with community groups strongly preferred.
- Must have ability to multi-task; manage complexity; establish and meet deadlines; communicate effectively with staff, members of the Board, and members of the community; and work in a high-pressure environment.
- Must have excellent computer and technology skills and ability to adapt to the demands of changing technology.

APPLY

Interested candidates should apply by doing the following by January 8, 2016 : Email a cover letter and resume in a Microsoft Word or PDF format to: dmsearch@cbsix.org with “**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# 226579** .

Please send resume to both locations. Only candidates being considered will be contacted.

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.

The City of New York is an Equal Employment Opportunity Employer