

**MANHATTAN COMMUNITY BOARD 7  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: District Manager</b>	<b>OFFICE TITLE: District Manager</b>
<b>DIVISION/WORK UNIT: Manhattan Community Board 7</b>	<b>SALARY: \$80,000 - \$100,000 commensurate with experience</b>
<b>HOURS: 35 hours per week Evening and weekend work hours will be required</b>	<b>WORK LOCATION: 250 West 87<sup>th</sup> Street New York, NY 10024</b>

**JOB DESCRIPTION**

Manhattan Community Board No. 7 is a City of New York government agency, covering the West Side of Manhattan from 59<sup>th</sup> Street to 110<sup>th</sup> Street. Through its 50-member volunteer board and three (3) 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 development proposals and planning activities. Under the direction of the Manhattan Community Board 7 Chair and its Executive Cabinet, the District Manager is responsible for expediting, monitoring and evaluating the delivery of municipal services, land use and zoning issues and budget management concerns within the community district and actively participates in the coordination of the delivery of these services. In the performance of this position, the District Manager will adhere to all the requirements of the New York City Charter, other relevant City and State laws and ordinances and the Community Board 7 By-Laws. For further information, please visit the Community Board website at <https://www1.nyc.gov/site/manhattancb7/index.page>.

**Job Responsibilities include but are not limited to:**

- Operation of the Community Board in a professional and courteous manner; responds expeditiously to the needs of the westside Manhattan community and Manhattan CB 7 Board members;
  - Supervision and administration of the Board office and its staff; provides administrative support to the Board Chair and Committee Chairs;
  - With the Board, set the long-term vision and short term goals for the organization
  - Manage the day-to-day operations of the Community Board
  - Develop operating financial and strategic projections and plans, as well as materials and presentations to articulate the organization’s needs
  - Expedite the delivery of City services and resolve complaints identified through the 311 system
  - Preside at the District Service Cabinet meeting and manage the logistics of all Board and Committee meetings
  - Represent the Board before government agencies and at community meetings
  - Develop and maintain relationships with key figures in government, non-profits, community and civic organizations and other stakeholder groups
  - Carry out the directives of the Community Board; follow up and report on the status of actions taken as a result of Board resolutions
  - Process and follow-up complaints from residents of District 7 relating to services provided by municipal agencies;
- Managing the logistics of all Community Board meetings and representing Manhattan CB 7 at public hearings, community-based functions, special meetings and other civic events as directed by the Chair.

**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**

- Excellent written and verbal communication skills; computer and web skills and experience with social media and collaboration tools.
- Experience in the affairs and operations of a Community Board and its rules of governance.
- Experience in government, public policy, and urban planning highly preferred
- Ability to develop, organize and balance multiple projects
- Demonstrated knowledge of civic engagement issues; passionate about public service
- Personal qualities that include integrity, passion for the work of the Community Board; respect for diversity; and the ability to inspire and motivate
- Excellent organizational, analytical and critical thinking skills
- Experienced leader with at least 10 years senior management experience for a complex organization, preferably in the public or nonprofit sector
- Knowledge of the New York City political landscape as well as laws, rules and regulations affecting the work of the Community Board
- Experience working as a member of a collaborative team
- Experience administrating video conference tools, specifically Zoom
- Experience in using workplans to document workflow and task completion.
- Ability to use spreadsheets and analyze data.

**TO APPLY**

Submit an appropriate cover letter and resume to [mcb7.jobs@gmail.com](mailto:mcb7.jobs@gmail.com)

**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**

**POST DATE: March 30, 2021**

**POST UNTIL: Filled**