

**MANHATTAN COMMUNITY BOARD
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Assistant District Manager	OFFICE TITLE: Assistant District Manager
DIVISION/WORK UNIT: Manhattan Community Board #7	SALARY: \$50,000 to \$60,000 commensurate with experience
HOURS: 35 hours per week, evening and weekend work hours may be required	WORK LOCATION: 250 West 87th Street, 2nd Fl. New York, NY 10024

JOB DESCRIPTION

Manhattan Community Board 7 is a City of New York government agency representing the Upper West Side. The 50-member appointed volunteer board, supported by City-paid staff members, with a focus on preserving and developing affordable housing, the delivery of municipal services, urban planning, and constituent services. The board is an active participant in land use dispositions, state liquor licenses applications and local planning activities. The district office supports the Board's planning and advocacy initiatives and receives and resolves complaints from community residents.

The Assistant District Manager works closely with the District Manager to support and inform the board's planning, administrative, and operational and outreach activities; serves as a constituent consultant, mediator and advocate. The Assistant District Manager's responsibilities include but are not limited to:

- Assisting in the administration of the Board Office at the direction of the District Manager
- Responding to and resolving constituent service requests working with government agencies, offices of elected officials, community organizations, residents and businesses
- Providing administrative support to the Board and its committees
- Attending and participating in full board and committee meetings, as assigned by the District Manager
- Assist with outreach efforts including organizing board events and facilitating online community engagement
- Working with the District Manager on special projects
- Other duties and responsibilities as assigned by the District Manager
- May be required to supervise staff
- Substitutes for the District Manager in his/her absence
- Advanced technical skills including, updating the database, social media, board website, streaming of meetings on Zoom, Facebook and YouTube
- Proficiency in Microsoft Office, i.e., Excel, PowerPoint and Google Docs
- Attend Evening and Weekend meetings and events

MINIMUM QUALIFICATIONS

- 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
- Education and/or experience equivalent to "1" above.

PREFERRED QUALIFICATIONS

- Master's Degree preferred
- Supervisory Experience
- Experience or demonstrated interest in government, public policy, and urban affairs
- Experience in research and managing community development projects
- Excellent organizational, analytical, critical thinking, written and verbal communication skills
- Passionate about public service and helping others; excellent customer service skills
- Ability to work independently and as part of a team
- Comfortable handling multiple projects with varying deadlines
- Bilingual English/Spanish, a plus

TO APPLY

Interested candidates must do the following steps:

- Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: **ADMPosition.MCB7@gmail.com** with "Assistant District Manager" in the subject line **AND** apply for position on the **NYC Careers Website**:
- City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>, Click on Recruiting Activities/Careers and search for: **Job Id#473037**
- Non-City Applicants may apply by going to www.nyc.gov/careers/search and search for: **Job Id#473037**

Only candidates being considered will be contacted

New York City residency is required within 90 days of appointment.

The City of New York is an Equal Employment Opportunity Employer

POSTED: AUGUST 13, 2021