

District Manager
Community Board #10 – Manhattan
215 West 125th Street, 4th Floor
New York, N.Y. 10027

Community Board # 10 is seeking a District Manager. The District Manager (DM) performs multiple roles: manager, service coordinator, mediator, advocate and has important work relationships with community residents, civic associations, the District Service Cabinet, and other staff hired by the Community Board.

The District Manager’s role as defined by the City Charter is to:

- Process service complaints
- Preside at meetings of the District Service Cabinet, and
- Perform such other duties as may be assigned by the Community Board in accordance with the statement of duties

The roles include, but are not limited to the following:

- Serves as the administrator of the Community Board office
- Makes policy recommendations to the Community Board and executes the policy set by the Community Board
- Cooperates with, consults, assists and advises any public officer, agency, local administrators of agencies, legislative bodies of the Borough President with respect to any matter relating to the welfare of the District and its residents
- Acts as the liaison between the Community Board and all governmental agencies and the community at large
- Responsible for coordinating all service related actions and operations within a Community Board District
- Presides over the District Service Cabinet and in conjunction with the District Service Cabinet, plans for improved service delivery to the Community Board
- Assists the overhead agencies with the implementation of management decentralization and geographic based budgeting
- Makes recommendations to the Community Board on District priorities for the Capital and Expenses budgets of the City of New York and monitors their implementation
- Administers the internal budget of the Community Board
- Makes recommendations for the hiring of administrative staff, supervises the staff and manages the day-to-day operations of the District office
- Exercises or delegates to staff the dissemination of information about City services and programs
- Exercises or delegates to staff the processing of service delivery complaints
- Performs such other functions as are assigned by the Community Board or other provisions of law

Required Skills and Experience:

- At least five years of relevant management and administrative experience
- Good management and communication skills
- Experience working with community-based organizations, community groups and/or government programs
- Knowledge of Land Use issues
- Ability to work effectively under pressure in both a team setting and individually
- Strong leadership skills and interpersonal skills
- Strong written and oral presentation skills
- Good computer skills: MS Word, Excel, PowerPoint, Access, etc.

Qualifications Requirements:

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.