MANHATTAN BOROUGH PRESIDENT'S OFFICE
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: District Manager
Title Code No.: 56086

Level: 1
Salary Range: Compensation will be based upon the individual's qualifications and educational background and how they relate to the requirements of the position.

Office Title: District Manager
Division/Work Unit: Community Board 10
Hours/Shift: Flexible Hours
Number of positions: 1 Work Location: 215 West 125 Street, 4th Floor, N.Y., N.Y.

JOB DESCRIPTION

Manhattan Community Board 10 is a City agency, covering Central Harlem. Through its 50-member volunteer board and four (4) 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 large-scale development proposals and planning activities. Under the direction of the Manhattan Community Board 10 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 and Community Board 10 By-Laws.

Responsibilities:

- Operation of the Community Board in a professional and courteous manner; responds expeditiously to the needs of the Central Harlem community and Manhattan CB 10 Board members;
- Supervision and administration of the Board office and its staff; provides administrative support to the Board Chair and Committee chairs;
- Oversight of the four major Community Board responsibilities: Land Use and Zoning, Service Delivery, NYC Budget Process coordination and the Board's Operating Budget;
- Process and follow-up complaints from residents of District 10 relating to services provided by municipal agencies;
- Attending Community Board meetings and representing Manhattan CB 10 at public hearings, community-based functions, special meetings and other civic events as directed by the Chair.

QUALIFICATION 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.

New York City residency required.

Resume and cover letter must be received by email or mailed/hand delivered sealed no later than ***September 17, 2013***

Manhattan Community Board 10 Manhattan
Attn: Personnel Search Committee
Mailing Address: 215 West 125 Street, 4th Floor – New York, NY 10027
Email Address: cb10searchcommittee@yahoo.com
For further information, please visit the Community Board 10 website: www.nyc.gov/mcb10

POSTING DATE:	POST UNTIL:	JVN: 351/1 /___
September 3, 2013	September 17, 2013	(Agency Code/Fiscal Year/Number)

- AN EQUAL OPPORTUNITY EMPLOYER -