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Bob Gormley, *District Manager*



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COMMUNITY BOARD NO. 2, MANHATTAN

3 WASHINGTON SQUARE VILLAGE
NEW YORK, NY 10012-1899

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Greenwich Village ✦ Little Italy ✦ SoHo ✦ NoHo ✦ Hudson Square ✦ Chinatown ✦ Gansevoort Market

JOB NOTICE

Assistant District Manager of Manhattan Community Board 2

The Board: Community Board 2 is a diverse district, bounded on the north by 14th Street, the south by Canal Street, the east by the Bowery/Fourth Avenue, and the west by the Hudson River. It is a unique and rapidly expanding community that includes the vibrant neighborhoods of Little Italy, part of Chinatown, SoHo, NoHo, Greenwich Village, the West Village, Gansevoort Market, the South Village and Hudson Square. Our 50-member volunteer board, supported by a staff of four, has an advisory role in the City's land use review process, the annual budget, and the delivery of municipal services. The Board is an active participant in land use dispositions and local planning activities as the local government structure for participation in decision making for the community.

The Job Description: The Assistant District Manager works closely with the District Manager to support and inform the Board's planning, administrative and outreach activities. Responsibilities include processing service requests; managing constituent services; providing administrative support to Board members; planning meetings and events; and working with the District Manager on special projects. The Assistant District Manager has a key role in the Board's liaison and trouble-shooting activities and works closely with elected officials, governmental agencies, residents, businesses and service providers. The position is an excellent opportunity for graduates of policy studies, public affairs, urban planning and/or urban affairs.

The Qualifications: BA/BS minimum, professional degree a plus; excellent organizational and communication skills are essential, as is proficiency in Microsoft Office Suite (Word, Excel, etc). Additional computer skills (especially Web-related and GIS), understanding of City government and functions, and experience in community development desirable. Bilingual proficiency is a plus.

Salary: 45K with excellent City benefits

Start date: March 2016

Contact: Send résumé and cover letter to District Manager by e-mail: bgormley@cb.nyc.gov.

Manhattan Community Board No. 2 is an Equal Employment Opportunity Employer.

Contact: Only candidates submitting a résumé and an appropriate cover letter will be considered.

Résumés will be accepted until February 5, 2016.