

**MANHATTAN COMMUNITY BOARD #3  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: Assistant District Manager</b>	<b>OFFICE TITLE: Assistant District Manager</b>
<b>DIVISION/WORK UNIT: Manhattan Community Board #3</b>	<b>SALARY: \$48,000</b>
<b>HOURS: 35 hours per week Evening and weekend work hours may be required</b>	<b>WORK LOCATION : 59 East 4<sup>th</sup> Street New York, NY 10003</b>

**JOB DESCRIPTION**

Manhattan Community Board 3 covers Manhattan's Lower East Side, including the East Village and part of Chinatown. It runs from 14<sup>th</sup> Street to the Brooklyn Bridge and from the East River to Bowery, and to Baxter below Canal. 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 Assistant District Manager works closely with the District Manager to support and inform the Board's planning, administrative/operational and outreach activities. Responsibilities include synthesizing information to draft resolutions and testimony; representing the Board at select meetings; conducting research on planning and development issues; processing and responding to constituent concerns relating to services provided by municipal agencies; providing support to committee chairs; supervising office staff, fellows, interns, and volunteers; working with the District Manager on special projects; and performing administrative office functions. 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.

**MINIMUM QULIFICATIONS**

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**

Candidates should be self-starters who can prioritize competing tasks. Excellent organizational and communication skills are essential to meet deadlines on a strict schedule, as is proficiency in Microsoft Office Suite. Additional computer skills (especially internet-based research, website editing, and GIS), understanding of City government and functions and experience in community development desirable.

**TO APPLY**

**Interested candidates must do the following steps:**

- Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: **sstetzer@cb3manhattan.org** with “**ASSISTANT DISTRICT MANAGER**” in the subject line **AND** apply for this 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#308527
- Non-City Applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#308527

**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**