

## DISTRICT MANAGER

**Title:** District Manager - full time  
**Compensation:** Commensurate with experience; excellent benefits.  
**Start Date:** Fall 2014

**Organization:** Manhattan Community Board No. 4 is the local planning and advisory body on matters affecting the West Side neighborhoods of Chelsea and Clinton/Hell's Kitchen. The 50-member volunteer board, supported by a staff of three/four, has an advisory role in the City's land use review process, annual budget, liquor license applications and delivery of municipal services, and is involved with a wide range of community and quality of life issues, including housing and human services, transportation, waterfront and parks.

**Position:** As directed by the Board, the District Manager maintains a district office and supervises a small staff to provide administrative, communication, and research support to the Board, its officers and its committees; troubleshoot complex community complaints and service requests; design and execute community outreach; and administer the office. The District Manager works closely with elected officials, governmental agencies, residents, and service providers.

### **Responsibilities:**

*Manage the staff to:*

- Organize monthly meetings of the Board and its committees;
- Maintain attendance and voting records;
- Organize annual elections of officers;
- Maintain the filing and archiving system in support of the Board and its committees;
- Administer the office budget;
- Maintain communication among board members, community members and others using postal mailings and e-mail, and updates the CB4 web site;
- Perform community outreach;
- Conduct topical research on planning issues and other matters of concern to the Board and to the community;
- Supervise the review of applications for business licenses, street fairs, sidewalk cafés, Landmark changes, BSA, revocable consents, zoning text amendment, major capital projects, and ULURPs;
- Supervise the preparation of monthly status reports;
- Respond to board members, electeds, and community members;
- Follow up with agencies on Board requests and positions; and
- Handle community complaints from intake to resolution.

*Individually:*

- Works closely with the Board chair.
- Directly Supports land use committees;
- Participates in all full board meetings and in committee meetings as needed, including evening meetings;
- Represents the board as needed at public meetings, hearings, and at working sessions with City agencies and elected officials;
- Oversees communications with the press;
- Chairs the monthly district service cabinet meeting;
- Monitors community conditions;
- Ensures compliance with by-laws, policies and conflict of interest guidelines;
- Keeps the office in good working order and keep staff trained and motivated;
- Keeps abreast of best practices by other boards; and
- Coordinates the board input in the city budget.

The District Manager must be a NYC resident.

**Qualifications:** College graduate; excellent managerial, organizational, communication, and interpersonal skills. Proficiency in MS office applications and effective user of current technologies.

**Preferred:** Five plus years of professional working knowledge of City government; experience in urban planning or other urban disciplines; and in Customer/ constituent service.

**Contact:** Only candidates submitting a resume and a cover letter explaining why they believe they are qualified and should be chosen for the job will be considered. Send resume and cover letter to the attention of Nelly Gonzalez by post to Manhattan Community Board 4, 330 West 42<sup>nd</sup> Street, 26<sup>th</sup> Floor, NY, NY 10036 or email her at negonzalez@cb.nyc.gov. E-mail preferred. No phone calls. Applications must be received by September 15<sup>th</sup>

**Manhattan Community Board No. 4 is an Equal Employment Opportunity Employer.**