

CITY OF NEW YORK
Queens Community Board 11
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: District Manager Title Code No: 56086 Number of Positions: 1 Hours/Shift: Office hours Monday-Friday 9:00 am to 5:00 pm, weekend and evening hours as needed	Level: Assignment Level I Salary: Commensurate with experience
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Management class position encompassing responsibilities for expediting, monitoring and evaluating municipal service in a community district. Represents the Board in monitoring the delivery of municipal services and actively participates in the coordination of delivery of these services. Assists residents with City agency issues and problems. Supervises the staff to assist in carrying out the duties of the Community Board.

The District Manager presides at meeting of the District Service Cabinet and works with the representatives from the various agencies and departments on community based complaints and problems of the residents. Establishes agendas for the Monthly Board meetings with the Chair, attends the meetings, and takes necessary action on issues brought before the Board. Must be available for evening monthly Board meetings and other evening and weekend meetings as required.

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 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 SKILLS

Knowledge of City government, budgets, zoning, supervisory and administrative experience, experience dealing with the public, familiar with Queens Community Board 11 and existing areas. Must have experience with complaint resolution and NYC public notice requirements and procedures. Must possess excellent writing skills, verbal skills, computer skills. Experience with public speaking a plus. Proficiency in Word, Excel, Publisher, and Outlook required. Other computer skills a plus.

Please submit cover letter and resume by mail only to:

Christine L. Haider, Chair
Community Board 11, Queens
46-21 Little Neck Parkway
Little Neck, NY 11362

Must be postmarked by May 26, 2017

POST DATE: April 21, 2017	POST UNTIL: May 26, 2017	JVN#: 2017-013-0057
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*The City of New York and Queens Community Board 11 is an
Equal Opportunity Employer.
New York City Residency Required.*