

City of New York
Community Board #7 Queens
Citywide Job Vacancy Notice

Civil Service Title: District Manager Title Code No: 56086 Division / Work Unit: Number of Positions: 1 Hours :Full Time	Level: Salary: Commensurate with Experience
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The District Manager position is responsible for the monitoring and evaluating the delivery of municipal services within the Community District, and actively participates in the coordination of delivering these services. This is a full time position requiring day, evening, and possible weekend hours.

The District Manager (DM) under the executive direction of the Community Board, represents the board in monitoring and evaluating the delivery of municipal services within the Community District and actively participates in the coordination of delivering these services. This is a full time position requiring day, evening and possible weekend hours.

The District Manager establishes the agenda as well as presiding over the District Service Cabinet meeting which ultimately provides municipal services for the district. The DM attends Community Board meetings as well as meetings regarding issues pertaining to the district.

The District Manager processes complaints from residents of the district, by interfacing with the responsible agency from inception to completion.

The District Manager supervises and administers the office and staff of the Community Board, and is in constant communication with the Chair of the board, and varies committee chairpersons.

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, related fields, public information, or relations, of which must have been in 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, related fields, public information or relations, of which must have been in 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, related fields, public information or relations, of which must have been in supervisory or administrative capacity; or,
4. Education and/or experience which is equivalent to "1", "2" or "3" above.

PREFERRED SKILLS

Supervisory and administrative experience necessary, as well as demonstrable background dealing with members of the public. Must have knowledge of city government, and be familiar with issues facing Community Board #7. Must also have experience with complaint resolution, NYC public notice requirements in addition to knowledge of New York City government especially as it relates to zoning, land-use, and Buildings Department regulations.

Candidates must have excellent writing skills, verbal skills public speaking and be computer literate.

TO APPLY, PLEASE SUBMIT RESUME VIA REGISTERED RETURN RECEIPT TO:

Community Board #7 Queens – Application Submission
133-32 41st Road – Room 3B – Flushing, New York – Attn: Eugene T. Kelty, Jr.,

POST DATE: 7/27/16	POST UNTIL: 8/24/16	JVN#: 2017-013-0051
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The Queens Community Board and the City of New York is an Equal Opportunity Employer.