



BRONX COMMUNITY BOARD #1

3024 THIRD AVENUE

BRONX, NEW YORK 10455

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SERVING PORT MORRIS • MOTT HAVEN • MELROSE



VANESSA L. GIBSON
BOROUGH PRESIDENT

ARLINE PARKS
CHAIRPERSON

JOB ANNOUNCEMENT

VACANT
DISTRICT MANAGER

BRONX COMMUNITY BOARD 1

DISTRICT MANAGER POSITION

Bronx Community Board 1 is a City Agency serving the communities of Port Morris, Mott Haven and Melrose. We are empowered through the New York City Charter to make recommendations on land use budgets, public policy and to monitor city services. The Community Board consists of up to 50 appointed members with an advisory role in the city's land-use process, community advocacy, etc:

The District Manager serves in the capacity of municipal manager, information source, community organizer, mediator and advocate. This position is directly supervised by the Board Chairperson, under the direction of the Executive Committee and the Community Board. Job Responsibilities are as follows;

- Directs the day-to-day operations of the Board Office; supervises, evaluates, directs and motivates staff;
- Maintains and monitors the internal budget of the Board, makes policy and strategy recommendations to the Board including; but not limited to, CB1 Capital and Expense budgets of NYC, and executes Board policy;
- Presides over monthly District Service Cabinet meetings, establishing the agenda, creating and preparing reports to the Board, attends monthly Borough Service, Borough Board and committee meetings; performs other duties as assigned and approved by Community Board Chair;
- Actively coordinates, monitors and evaluates the effective delivery of municipal services within the district; responds to constituent concerns, processes complaints, submits accurate information to the public relating to services provided by municipal agencies within the district and reports those concerns to the Board, maintains files and records in both paper and electronic formats;
- Serves as a conduit among community residents, community groups and city agencies to ensure proper delivery of municipal services;
- Attends monthly General Board, committee meetings, public hearings and sub-committee where appropriate;
- Prepares other written or verbal reports to the board and drafts correspondence in the board's name;
- Conducts bi-weekly walk-through of community districts; Port Morris, Mott Haven and Melrose to identify areas of concern to be documented and reported to officers of the board for actionable feedback;
- Coordinates meetings under the direction of the Community Board Chair; directs staff to prepare materials for meetings or events, advisory committees, working groups, and other forums; ensures materials are reflective of the Boards' priorities and coordinates distribution to key stakeholders.

- Responsible for updating and maintaining media and social media platforms, in collaboration with Board Chair and Ad Hoc Web, Acknowledgement and Media Committee (WAM);
- Establishes and maintain working relationship with the Board Chair, Committee Chairs, Board Members, Community Residents, Elected Officials and their Representatives including City agencies, Non-Profit, Faith-Based Organizations, BIDS/Local Businesses, Coalitions and institutions.
- Keeps detailed records of board member attendance and full board meeting minutes and committee meeting minutes;
- Must be a strong advocate for the Board's views, as directed by the Board, in collaboration with Community Board Chair, ability to travel locally; and performs other general and miscellaneous tasks to support the mission and work of the Board;
- New York City residency required, if employed by New York City for less than 2 years.

ESSENTIAL SKILLS:

- Familiarity and experience with the community relations and intergovernmental operations;
- A history of strong managerial, organizational, strategic planning and supervisory skills;
- Computer proficiency, including mastery of office and web-based applications;
- The ability to manage multiple projects and meet strict deadlines;
- Strong interpersonal, verbal, and written communication skills;
- Cultural sensitivity and competency for a diverse population;
- Successfully demonstrated ability to work as part of a team;
- Excellent oral and written communication skills;

QUALIFICATION REQUIREMENTS:

- 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
- An associate degree from an accredited 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
- 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, or which one year must have been in a supervisory or administrative capacity.

TO APPLY, PLEASE SUBMIT Your Cover Letter And Resume by USPS Mail, Postmarked No Later Than: May 31, 2022 to:

BRONX COMMUNITY BOARD 1
Executive Committee
3024 Third Avenue Bronx, New York 10455
Or Via Email to: CB1DMSearch@gmail.com

THE CITY of NEW YORK and BRONX COMMUNITY BOARD 1 are EQUAL OPPORTUNITY EMPLOYERS.

- This position is classified in the Non-Competitive Class
- For Fair Labor Standards Act (FLSA) purposes, this position is Exempt
- This position offers a New York City comprehensive fringe benefits package
- Residents of Bronx Community Board 1 and bilingual candidates are encouraged to apply

Please do not call or visit the Community Board office regarding your application