



COMMUNITY BOARD No. 1

435 GRAHAM AVENUE - BROOKLYN, NY 11211- 8813

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HON. ANTONIO REYNOSO
BROOKLYN BOROUGH PRESIDENT



SIMON WEISER
FIRST VICE-CHAIRMAN

DEL TEAGUE
SECOND VICE-CHAIRPERSON

GINA BARROS
THIRD VICE-CHAIRPERSON

DAVID HEIMLICH
FINANCIAL SECRETARY

SONIA IGLESIAS
RECORDING SECRETARY

PHILIP A. CAPONEGRO
MEMBER-AT-LARGE

DEALICE FULLER
CHAIRPERSON

JOHANA PULGARIN
DISTRICT MANAGER

HON. LINCOLN RESTLER
COUNCILMEMBER, 33rd CD

HON. JENNIFER GUTIERREZ
COUNCILMEMBER, 34th CD

ASSISTANT DISTRICT MANAGER COMMUNITY BOARD #1 – BROOKLYN

Salary: \$40,281 - \$65,571

Incumbent Salary (with 2 years of City Service experience): \$43,439

Total Time: 35 hours weekly, 9 AM – 5 PM (Flex schedule, some evening hours required),
Monday – Friday (Subject to change)

Community Board #1 Brooklyn is seeking an Assistant District Manager. The Assistant District Manager (ADM) performs multiple roles expediting, monitoring, and evaluating municipal services for Community Board #1 Brooklyn.

JOB DESCRIPTION:

The Assistant District Manager works closely with the District Manager to support and inform the Board's planning, administrative, outreach activities, program support and knowledge of City agencies. Responsibilities include processing constituent service requests, providing administrative assistance and programmatic support to Board Members, planning meetings and events, and working with the District Manager on special projects. The Assistant District Manager has a key role in the Board's liaison and troubleshooting activities and works closely with elected officials, governmental agencies, residents, businesses and service providers. Bilingual Spanish preferred.

TASKS AND RESPONSIBILITIES:

- Organize monthly meetings of the Board and its Committees, participating in all full Board meetings and in Committee meetings as needed, including evening meetings.
- Develop relationships with community partners and foster collaborations to further the Board's mission.
- Knowledge of City agencies.
- Represent the Board as needed at public meetings, hearings, and at working sessions with City agencies and elected officials.
- Write letters and resolutions in support of Community Board #1 Brooklyn's positions, maintain communication among Board members, community members and others using postal mailings and email, and administer the Community Board's website/newsletter.

- Monitor community conditions and supervise the preparation of monthly status reports, supervise all business licenses and landmarks applications, and handle citizen complaints from intake to resolution while providing and administering programs.
- Assist the District Manager in supervising Board office staff and interns, directing office operations and administering the office budget.
- Conduct topical research on planning issues and other matters of concern to the Board and to the community.
- Work with the Capital Budget Chair on District Needs.
- May train and supervise subordinate personnel or act as a team leader.
- Answer and make telephone calls (high phone volume); handle and supervise incoming complaints from constituents (high walk-in rate).
- Familiar with New York City Financial Management System (FMS) and PASSPort System, Mayor's Office of Contract Services (MOCS). Training will be provided.
- Familiar with social media supervision.

QUALIFICATION REQUIREMENTS:

- A baccalaureate degree from an accredited college and one (1) year 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 community college and two (2) 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 four (4) 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
- Education and/or experience which is equivalent to "1", "2", or "3" above.

Send resume and cover letter to: cbadmsearchcb@gmail.com

ONLY CANDIDATES BEING CONSIDERED WILL BE CONTACTED.

NOTE: *The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.*