

CITY OF NEW YORK
Brooklyn Community Board No. 3
CITYWIDE JOB VACANCY NOTICE

Office Title: District Manager	Salary: \$90,000 – \$107,500 (<i>commensurate with experience</i>)
Civil Service Title: District Manager	Hours/Shift: Full-Time (<i>35 hours/week</i>)
Title Code #: 56086	Work Location: 1360 Fulton Street, Brooklyn, NY

Brooklyn Community Board 3 is one of 59 community boards that are independent City agencies which advise on land use, the city budget, municipal service delivery, and other matters on a geographically exclusive basis. Brooklyn Community Board 3 serves Bedford-Stuyvesant (Community District 3) which is bounded by Classon Avenue (west), Saratoga Avenue (east), Flushing Avenue & Broadway (north), and Atlantic Avenue (south).

The **District Manager** under the direction of the Brooklyn Community Board 3 Chair, in consultation with the Board’s executive committee and membership, is responsible for expediting, monitoring, and evaluating the delivery of municipal services, land use and zoning issues, and budget management concerns within the community district and actively participates in the coordination of the delivery of these services. In the performance of this managerial role, the District Manager must adhere to all the requirements of the New York City Charter, other relevant City and State laws, ordinances, and policies, and the By-Laws of Brooklyn Community Board 3.

Duties and responsibilities include, but are not limited to:

- Supervision, administration, and management of the Board office and its staff; provides operational support to the Board Chair, Executive Officers, and Committee Chairs;
- With the Board, set the long-term vision and short-term goals for the Organization;
- Manage the day-to-day operations of the Community Board;
- Develop operating financial and strategic projections and plans, as well as materials and presentations to articulate the Organization’s needs;
- Expedite the delivery of City services and resolve complaints identified through the 311 system;
- Preside at the District Service Cabinet meeting and manage the logistics of all Board and Committee meetings;
- Represent the Board before government agencies and at community meetings;
- Develop and maintain relationships with key figures in government, non-profits, community and civic organizations, and other stakeholder groups;
- Carry out the directives of the Community Board; follow up and report on the status of actions taken as a result of Board resolutions;
- Process and follow-up on complaints from residents of the district relating to services provided by municipal agencies.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and at least two to five 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
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."
5. New York City residency within 90 days of appointment.
6. Must be able to travel locally and attend evening meetings.

PREFERRED SKILLS & QUALIFICATIONS

- Experience in the affairs and operations of a Community Board and its rules of governance.
- Experience in government, public policy, and urban planning are highly preferred. The candidate should have knowledge of city government/agencies and be familiar with issues facing the community.
- Demonstrate knowledge of and familiarity with the zoning process.
- Candidate must be organized, detail-oriented, have excellent written and verbal communications skills.
- Ability to develop, organize and balance multiple projects.
- Candidates should have excellent skills using social media platforms for community outreach.
- Candidate should have excellent interpersonal skills and demonstrated leadership experience.
- Excellent organizational, analytical, and critical thinking skills.
- Experience working as a member of a collaborative team.
- Experience administrating video conference tools.
- Proficiency in office software and equipment, including Microsoft Office Suite (i.e., Word, Outlook, Excel, PowerPoint), Google Apps, database tools (i.e., Airtable), and webforms.

TO APPLY: Please send a cover letter and résumé to cb3bk.jobs@gmail.com and include “District Manager Application” in the subject line.

**Only candidates being considered will be contacted.
No calls, please.**

POST DATE: 7/14/2023

POST UNTIL: Until filled

The City of New York is an Equal Opportunity Employer