

**MANHATTAN COMMUNITY BOARD #3  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: Assistant District Manager</b>	<b>OFFICE TITLE: Assistant District Manager</b>
<b>DIVISION/WORK UNIT: Manhattan Community Board #3</b>	<b>SALARY: \$ \$55,000-\$60,000 annually</b>
<b>HOURS: 35 hours per week Some evening work hours required</b>	<b>WORK LOCATION: 59 East 4<sup>th</sup> Street New York, NY 10003</b>

**JOB DESCRIPTION**

Manhattan Community Board 3 is a City of New York government agency representing the East Village, Lower East Side, and part of Chinatown. Our 50-member volunteer board, supported by a staff of four, has an advisory role in the City's land use review process, the annual budget, and the delivery of municipal services. The Board is an active participant in land use dispositions and local planning activities as the local government structure for participation in decision making for the community.

The Assistant District Manager works closely with the District Manager to support and inform the Board's planning, administrative/operational and outreach activities. The Assistant District Manager's responsibilities include but are not limited to:

**Planning**

- Conduct topical research on planning issues and other matters of concern to the Board and to the community.
- Manage annual update of District Needs and District Budget Priorities

**Communication**

- Respond to and resolve constituent inquiries and service requests; work toward resolution of complaints/issues.
- With other staff to administer the Community Board's website, newsletter, and social media presence.
- Develop relationships with community partners and foster collaborations to further the Board's mission.
- 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 the Board's positions.

**Office Management**

- Assist the District Manager in training and supervising Board office staff and interns.
- Organize monthly meetings of the Board and its Committees, participating in all full Board meetings and in Committee meetings as needed, including evening meetings.

**MINIMUM QUALIFICATIONS**

1. A baccalaureate degree from an accredited college and one year of full-time experience in community work, public administration or planning or related fields, or public information or relations; or
2. Education and/or experience which is equivalent to "1"

## **PREFERRED SKILLS**

- BA or MA in Urban Planning or related planning field or in Public Administration
- Knowledge of City agencies.
- Excellent written and verbal communications and customer service skills on the phone, by email, and in person.
- Understanding of and strong interest in city government, constituent services, and urban affairs
- Excellent computer and web skills, including Microsoft Office, Google Suite, Adobe forms, Canva, etc.
- Experience with social media and collaboration technology tools
- An ability to articulate and develop processes
- Ability to work independently while also remaining self-motivated, meticulous, and organized
- Experience in working collaboratively with community groups or on a small team
- Passionate about public service and helping others

## **TO APPLY**

### **Interested candidates must do the following steps:**

1. Email a cover letter and resume in a word or PDF document to: [sstetzer@cb.nyc.gov](mailto:sstetzer@cb.nyc.gov) with “**ASSISTANT DISTRICT MANAGER**” in the subject line:
2. Apply for position on the **CITYJOBS Website**:
  - City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess> , Click on Recruiting Activities/Careers and search for **Job ID# 709682**
  - Non-City Applicants may apply by going to <https://cityjobs.nyc.gov> and search for **Job ID# 709682**

## **ADDITIONAL INFORMATION**

Submission of an application package is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

New York City residency is required within 90 days of appointment.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [nyc.gov/studentloans](http://nyc.gov/studentloans).

The City of New York and the Manhattan Borough President’s Office 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.

**POST DATE: 4/3/2025**