

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

CIVIL SERVICE TITLE: Assistant District Manager	OFFICE TITLE: Assistant District Manager
DIVISION/WORK UNIT: Manhattan Community Board #3	SALARY: \$60,000 annually
HOURS: 35 hours per week Evening and weekend work hours may be required	WORK LOCATION: 59 East 4th Street New York, NY 10003
As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.	
<u>JOB DESCRIPTION</u>	
<p>Manhattan Community Board 3 covers Manhattan’s Lower East Side, including the East Village and part of Chinatown. It runs from 14th Street to the Brooklyn Bridge and from the East River to Bowery, and to Baxter below Canal. 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.</p> <p>The Assistant District Manager works closely with the District Manager to support and inform the Board’s planning, administrative/operational and outreach activities. Responsibilities include synthesizing information to draft resolutions and testimony; representing the Board at select meetings; conducting research on planning and development issues; processing and responding to constituent concerns relating to services provided by municipal agencies; providing support to committee chairs; supervising office staff, fellows, interns, and volunteers; working with the District Manager on special projects; and performing administrative office functions. The Assistant District Manager has a key role in the Board’s liaison and trouble-shooting activities and works closely with elected officials, governmental agencies, residents, businesses and service providers.</p>	
<u>MINIMUM QULIFICATIONS</u>	
<ol style="list-style-type: none">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; or2. Education and/or experience equivalent to "1" above.	
<u>PREFERRED</u>	
Preferred is a Master’s Degree in Planning or Public Administration or related fields.	

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 with “ASSISTANT DISTRICT MANAGER” in the subject line: **AND**
2. **Non-City Employees:** Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for **Job ID #554382**
City Employees: Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for **Job ID #554382**

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.

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: October 6, 2022