

QUEENS COMMUNITY BOARD 2

District Manager — Job Description

Civil Service Title: District Manager (Code M 56086) — Non-Competitive Class — Assignment Level I, Pay Plan for Management Employees

Agency: Queens Community Board 2

Reports To: The Community Board, through the Executive Committee and the Chair

Classification: Non-Competitive Class (Civil Service Code M 56086); Managerial / Confidential employee under the New York City Pay Plan for Management Employees, Assignment Level I.

Tenure: At-will. The District Manager serves at the pleasure of the Board, consistent with the NYC Charter, Pay Plan for Management Employees, and applicable law.

Salary range: \$85,000-\$120,000, commensurate with experience, consistent with the New York City Pay Plan for Management Employees, Assignment Level 1.

Post Date: 5/11/2026

Post Until: 7/31/2026

JVN # 2026002001

Duties and Responsibilities

This is a management class of position encompassing responsibilities for expediting, monitoring, and evaluating municipal services in the community district, as directed by the Community Board. All personnel perform related work. The position is allocated to Assignment Level I of the Pay Plan for Management Employees.

Under executive direction of the Community Board, represents the Board in monitoring and evaluating the delivery of municipal services within the community district, and actively participates in the coordination of delivery of these services.

Serves as a conduit among residents of the district, members of the Community Board, and district personnel providing municipal services.

With full authority to act for the Board, presides at meetings of the District Service Cabinet, composed of agencies providing municipal services on a decentralized basis (e.g., Department of Education, Parks and Recreation, Sanitation, Police, Fire, etc.). Establishes the agenda, energetically represents the interests of the community and the Board in dealing with the managers or district supervisors representing their respective departments on community-based complaints and problems of community residents.

Supports Community Board meetings. Reports on issues concerning, and actions taken at, District Cabinet meetings as well as on other pertinent matters.

Processes requests or concerns from residents of the district relating to services provided by municipal agencies within the district. Resolves minor local complaints and processes complaints of a recurring or major nature to the appropriate authority. Prepares written or verbal reports to the Community Board on complaints received.

Supervises and administers the office and the staff of the Community Board.

Participates in the formulation and development of Community Board policies and procedures. Executes these policies and procedures as necessary.

May be assigned by the Community Board to conduct investigations on needed services to initiate plans for providing such services, or to take other actions as the Community Board deems necessary. Directs staff in planning and research in this area, as necessary.

Queens Community Board 2 Supplement

The following provisions are adopted by Queens Community Board 2 to clarify reporting structure, accountability, and standards of conduct specific to this District Office. They supplement, and do not supersede, the citywide civil service specification above.

Reporting Structure and Authority

- The District Manager reports to and takes direction from the Community Board, through the Executive Committee and the Chair.
- The District Manager is an at-will, Managerial / Confidential employee under the New York City Pay Plan for Management Employees. The position is not represented by a collective bargaining unit. The District Manager serves at the pleasure of the Board, with continuation of service determined by the Board through the Executive Committee.
- The “full authority to act for the Board” conferred by the citywide specification is a delegated authority. It is exercised in furtherance of Board policy, Board resolutions, and the direction of the Chair, and is subject to revision or rescission by the Board at any time.
- The District Manager does not set Board policy. Policy is set by the Board through resolution; the District Manager executes.
- The District Manager consults the Chair or Executive Committee before acting or speaking publicly on behalf of the Board.

Accountability and Reporting Cadence

- Provides a written check-in to the Chair every two weeks covering office operations, agency liaison activity, open constituent matters, and items requiring the Chair’s attention.
- Provides a written report to the Executive Committee on a monthly basis covering office activity, budget status, staffing, key constituent matters, and progress against Board priorities.
- Is available to the Chair and Executive Committee on reasonable notice for additional briefings, including in response to time-sensitive matters.
- Maintains an annual workplan, reviewed and approved by the Executive Committee, aligned to Board-adopted priorities.
- Receives an annual written performance review conducted by the Personnel Committee.

Personnel Authority

- The District Manager supervises office staff in the day-to-day execution of their duties.

- Hiring, termination, and material changes in the terms of employment of office staff require Executive Committee approval. The District Manager may recommend such actions and shall provide supporting documentation; final authority rests with the Executive Committee.
- Day-to-day performance management, work assignment, and routine supervision of office staff are the responsibility of the District Manager, consistent with Board policy and Borough Hall human resources guidance.
- The District Manager does not retain unilateral authority over personnel matters affecting other Board staff.

Office Systems, Records, and Property

- All office systems, records, communications platforms, mailing lists, files, and credentials are the property of the Board and the City of New York. They are not the personal property of the District Manager or any other staff member.
- The District Manager ensures that the Chair and designated Board leadership maintain shared administrative access to all critical office systems at all times.
- The District Manager ensures that office records, processes, and procedures are documented, transparent, and accessible to Board leadership.
- Upon separation from the position for any reason, the District Manager shall transfer all office property, credentials, and records to the Board in an orderly manner consistent with City records-retention requirements.

Standards of Conduct

- The District Manager represents the Board, not any individual member, faction, or political interest, in all official capacities.
- Public statements on Board matters are made only as authorized by the Chair or by Board resolution. The District Manager does not speak to the press or issue public statements on behalf of the Board unless requested by the Chair.
- Personnel matters, ongoing investigations, legal matters, and confidential constituent information are not discussed outside the District Office or with the press.
- The District Manager treats all Board members, staff, members of the public, agency personnel, and elected officials with professionalism and respect, regardless of personal disagreement.
- Compliance with Chapter 68 of the City Charter (Conflicts of Interest), the Open Meetings Law, the New York City Charter provisions governing community boards, the applicable Pay Plan for Management Employees, and the Board's adopted bylaws and policies is required at all times.

Office Continuity

- The District Manager ensures that office operations can continue without interruption during the District Manager's absence, leave, or vacancy.
- In the absence of the District Manager, the Community Coordinator is the senior staff member on duty and is authorized to maintain office operations consistent with Board policy.
- Designation of an Acting District Manager during an extended absence or vacancy is made by the Executive Committee, in consultation with Borough Hall.

Qualification Requirements

Per the citywide civil service specification (Code M 56086):

1. 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
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 equivalent to “1”, “2”, or “3” above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.

To Apply

To apply, email qn02@cb.nyc.gov and CC anatole.ashraf.qcb2@gmail.com with your resume.

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.

This job description supplements, and does not supersede, the citywide civil service specification for District Manager (Code M 56086). Where any provision conflicts with the citywide specification, the New York City Pay Plan for Management Employees, or the New York City Charter, those instruments control. The District Manager position is a Managerial / Confidential position, is not represented by any collective bargaining unit, and is not subject to any collective bargaining agreement. The District Manager is an at-will employee of the Board.