



## COMMUNITY BOARD 6, QUEENS

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HEATHER BEERS-DIMITRIADIS  
CHAIR

DONOVAN RICHARDS  
BOROUGH PRESIDENT

# District Manager

## Vacancy Announcement

Queens Community Board 6

Full-time

City of New York

Forest Hills, Queens

Salary Range: \$85,000.00 - \$115,000.00

Job Vacancy No.: 436 2024 001

Queens Community Board 6 is a City of New York government agency, serving Forest Hills, Rego Park and small sections of Elmhurst and Glendale. Through its up to 50-member volunteer board and four (4) City paid staff members, the Community Board engages in various outreach activities to better the quality of life of community residents, receives and follows up on constituent issues, has an advisory role in the City's land use review process, annual budget, and delivery of municipal services and is an active participant in most large-scale development proposals and planning activities. Under the direction of the Queens Community Board 6 Chair and its Executive Committee, the District Manager 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 position, the District Manager will adhere to all the requirements of the New York City Charter, other relevant City and State laws and ordinances and the Queens Community Board 6 By-Laws.

The Community Board is seeking a new District Manager to supervise the Board's paid staff and carry out the Board's policies and responsibilities. The District Manager reports to the Board Chair and has considerable interaction with Board members, community residents and businesses, government agencies and local elected officials. The District Manager also oversees the drafting of letters, resolutions and other correspondence and oversees the day-to-day operation of the district office as well as performs the following functions:

- The District Manager (DM) makes policy recommendations to the Board, executes policy set by the Board and negotiates and maintains liaison between the Board, government agencies and community groups.

- The DM works with the Chair and committee chairs on formulating agendas, coordinating full Board and committee meetings, and setting up public forums/hearings.
- The DM attends a range of committee and full Board meetings every month, oversees communication with City and State agencies, local elected officials, community organizations and other entities and offers testimony on behalf of the CB.
- The DM manages the district office and helps to coordinate the delivery of local services to resolve community issues and complaints submitted to the Community Board. The DM hosts a monthly District Service Cabinet meeting intended to help resolve local issues with City agencies.
- The DM oversees the dissemination of meeting notices, calendars as well as letters and resolutions to appropriate parties.
- The DM plays a large role in managing communication, public information, and public relations on behalf of the CB.
- The DM coordinates Board input regarding the City Budget, District Needs Statement and Annual Report pursuant to the direction of the board and its pertinent committee Chairs.
- The DM is responsible for recommending the hiring of and supervision of the office staff to ensure both an efficiently run office and one that has good intra-office communication and operates cohesively as a team.

### **Minimum Qualifications**

- 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
- 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
- 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
- Education and/or experience which is equivalent to "1", "2" or "3" above.

### **Preferred Qualifications**

- Excellent managerial, interpersonal and communications skills - oral and written.

- Prior managerial or supervisory experience and knowledge of the operations of New York City government.
- Prior experience working in City government and work with community organizations strongly preferred.
- Knowledge of and familiarity with Queens Community Board 6 and the District it serves.
- Familiarity with the City's Office of Management & Budget/Financial Management System is a plus.
- Proficiency in Russian, Cantonese, or Mandarin
- The ability to multitask, working both individually and with others; establish and meet deadlines; communicate effectively with staff, members of the Board, and members of the community; the ability to speak Spanish is a plus; work in a high-pressure environment; and, attend evening meetings.
- Excellent computer and technology skills, including familiarity with social media platforms.
- College BA preferred; additional graduate studies in areas such as public administration, urban planning and social work desirable.

## TO APPLY

Please submit via regular mail, certified and return-receipt requested, a Cover Letter and Resume to: Job Search, Queens Community Board 6, 10401 Metropolitan Ave, Queens, NY 11375. Submissions must be post-marked by April 11, 2024. **No email or other electronic submissions - including through the City of New York's Career website - will be accepted.** And please no phone calls.

## ADDITIONAL INFORMATION

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.

### Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester,

Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

### **Public Service Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](https://studentaid.gov/PSLF).