



THE CITY OF NEW YORK
 MANHATTAN COMMUNITY BOARD NO. 3
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Dominic Pisciotta, Board Chair

Susan Stetzer, District Manager

TASKS & STANDARDS

EMPLOYEES NAME: _____

EMPLOYEE ID#: _____

PROGRAM AREA: Community Board 3, Manhattan

WORK LOCATION: 59 East 4th St. NY, NY

CIVIL SERVICE TITLE: District Manager

FUNCTIONAL TITLE: District Manager

EMPLOYEE STATUS: Permanent Probationary Provisional Non-Competitive

I HAVE RECEIVED THE TASKS & STANDARDS FOR MY POSITION ON _____ **DATE:** _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

CHAIRPERSON'S SIGNATURE: _____ **DATE:** _____

TASK #1	STANDARD
Serves as the administrator of the Community Board office.	a. Responsible for assigning to self or staff all such activities necessary to effectively administer the office. b. Coordinates with City agencies and other agencies or companies all service related actions and operations within the district. c. Effectively delegates to staff routine (or otherwise) work such as handling service complaints and delivery as well as dissemination of information about City services and programs. d. Effectively prioritizes service complaints from a very diverse constituency and maintains a system to track these records with support of staff. e. Cooperates with, consults, assists, and advises any public officer, agency, local administrators of agencies, legislative bodies or the borough president with respect to any matter relating to the welfare of the district and its residents. f. Makes recommendations for the hiring of administrative staff, supervises the staff and manages the day-to-day operation of the district office. g. Annual evaluations of staff are conducted by the District Manager and are rated according to the degree that objectives outlined in the employee's tasks and standards have been met. h. Oversees and coordinates efforts of staff, interns, consultants, or volunteers secured for special projects, some of which may require both public and private resources and require coordination. i. Consults with the Borough President's Office on personnel matters and policies.
TASK #2	STANDARD
Provides support to Board Chairperson, committees, actions of the full board, and Borough President.	a. Formulates ideas and recommendations about community needs for consideration by the Committee Chair and Board Members. b. Makes policy recommendations to the Community Board and executes the policy set by the Community Board. c. Acts as liaison between the Community Board and all governmental agencies and the community at large. d. Communicates frequently with the Board Chairperson and Committee Chairpersons on an as needed basis. e. Reports ultimately to the Board Chairperson. f. Communicates with and provides limited support to the Borough President's Office on key community and borough wide initiatives as they relate to the District. g. Objectively conveys samples of the feelings and concerns of the area's residents and businesses to the Board based upon service requests received and by other communication to the office. h. Represents the Board at both agency and community organization meetings/events as District Manager and also when the Board Chairperson and other officers are either not able to attend or is requested by the Chair to attend in his/her place. i. Writes testimony for the Board when required. j. Assures that formal correspondence with agencies and elected officials or other public and private entities is sent when requested via an action of the Board.
TASK #3	STANDARD
Presides over the District Service Cabinet and, in conjunction with the District Service Cabinet, plans for improved service delivery for the community board	a. Advocates for the Board in front of agency representatives in the District Service Cabinet. b. Acts as the Board's expert on, and pipeline to, technical and administrative information on agency operations in the community. c. Advises Committee Chairs and Board Members on how to effectively request information (via either informal or formal correspondence) from agency representatives and assists

by working closely with City agencies.	<p>with timely follow-up of said requests, including resolutions.</p> <ul style="list-style-type: none"> d. Determines when it is necessary to escalate issues to higher-level agency representatives beyond those in the District Service Cabinet. e. Communicates requests for Chair or Committee Chairs who wish for a Cabinet official's presence at a meeting. f. Asks an agency representative to appear individually before the Board when dealing with general policy issues. When agency representation is not possible, may convey information and provide the perspective of Cabinet agencies before the Board. g. Uses a cooperative and collaborative relationship with Cabinet members to secure the highest possible levels of service delivery in the community and provides assistance to an agency representative who needs help from the Board. h. Communicates with other District Managers to gain assistance and share information that ultimately benefits Board operations and provides solutions for District issues.
TASK #4	STANDARD
Administers the internal budget of the community board.	<ul style="list-style-type: none"> a. Manages budget to provide for operation of Board Office and needs of board within operating budget provided by the City or via donations. b. May solicit donated materials and services in accordance with City regulations. c. Determines appropriate expenditures and practices fiscal discipline to stay within budget. d. Manages contracts for vendors providing Board services.
TASK #5	STANDARD
Understands the role of and coordinates Community Board involvement in the budget process for the City of New York.	<ul style="list-style-type: none"> a. Communicates with the Office of Management & Budget to correctly present and advocate for district needs as prioritized by Board. b. Collaborates with committee chairs on Individual Budget consult meetings with agencies. Represents Board and leads Group Consultation meetings with agencies. c. Makes recommendations to the Community Board on district priorities for the Capital and Expense Budgets of the City of New York. d. Works for and monitors implementation of priorities, including assisting the overhead agencies with such execution.
TASK #6	STANDARD
Performs such other functions as are assigned by the Community Board or other provisions of Law.	N/A