

**CITY OF NEW YORK • Queens Community Board #9  
CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title District Manager</b> Title Code No: 56086 Number of Positions: 1 Hours/Shift: Full time, flex hours	Level: I  Salary: Commensurate with experience
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The District Manager (DM), under the 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. This is a full time position requiring both day and evening hours.

The DM establishes the agenda and presides at District Service Cabinet meetings composed of agencies providing municipal services to the district. The DM attends Community Board meetings and reports on issues concerning and actions taken at District Service Cabinet meetings as well as on other pertinent matters. The DM processes complaints from residents of the District, relating to services provided by municipal agencies within the district. The DM resolves minor local complaints and processes complaints of a recurring or major nature to appropriate authorities. The DM prepares written or verbal reports to the Community Board regarding complaints received. The DM supervises and administers the office and staff of the Community Board.

**QUALIFICATION REQUIREMENTS**

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 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 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 supervisory or administrative capacity; or
4. Education and/or experience which is equivalent to "1", "2", or "3" above

**PREFERRED SKILLS**

*Supervisory and administrative experience necessary, as well as demonstrable background dealing with members of the public. Must have knowledge of city government and be familiar with issues facing the Community Board #9 geographical communities of Woodhaven, Ozone Park, Richmond Hill and Kew Gardens. Also have experience with complaint resolution and NYC public notice requirements & procedures preferred. In addition knowledge of NYC.gov, and zoning codes helpful. Candidates must have excellent writing skills, verbal skills, public speaking and computer literate.*

**TO APPLY, PLEASE SUBMIT RESUME  
VIA REGISTERED RETURN RECEIPT TO:  
Community Board 9 - Application Submission  
120-56 Queens Boulevard, Suite 310-A  
Kew Gardens, New York 11424**

POST DATE: August 9, 2018      POST UNTIL: September 14, 2018      JVN#:  
*The City is an Equal Opportunity Employer. New York City Residency Required.*