

**MANHATTAN COMMUNITY BOARD #10
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: District Manager	OFFICE TITLE: District Manager
DIVISION/WORK UNIT: Manhattan Community Board #10	SALARY: \$80,000 - \$95,000
HOURS: 35 hours per week Evening and weekend work hours will be required	WORK LOCATION: 215 West 125th St., 4th Fl. New York, NY 10027
<u>JOB DESCRIPTION</u>	
<p>Manhattan Community Board No. 10 is a City of New York government agency, covering Central Harlem. Through its 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, 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 Manhattan Community Board 10 Chair and its Executive Cabinet, 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 Community Board 10 By-Laws.</p> <p>The Community Board is seeking a new District Manager to supervise the small paid staff of the Board and carry out the policies of the Board. 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.</p> <ul style="list-style-type: none"> · The District Manager (DM) makes policy recommendations to the Board and executes policy set by the Board and negotiates and maintains liaison between the Board, government agencies and community groups. · The DM works with committee chairs on formulating agendas, coordinating full Board and committee meetings, and setting up public forums. · The DM attends a range of committee and full Board meetings every month, overseas communication with City and State agencies, local elected officials, community organizations and other entities. Offers testimony on behalf of the CB. · The DM manages the district office and helps 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. · The DM is responsible for supervising the office staff to ensure both an efficiently run office and one that has good intra-office communication and operates cohesively as a team. · Familiarized with the City’s Office of Management/Financial Management System. 	

MINIMUM QUALIFICATIONS

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 which is equivalent to "1", "2" or "3" above

PREFERRED QUALIFICATIONS

- Excellent managerial, interpersonal and communications skills – oral and written – are required.
- Prior managerial or supervisory experience and knowledge of the operations of the New York City government are strongly preferred.
- Prior experience working in City government and working with community organizations strongly preferred.
- Must have 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; work in a high-pressure environment; attend evening & weekend meetings.
- Must have excellent computer and technology skills.
- Demonstrated familiarity with a variety of social media platforms, including Facebook, Twitter, Instagram, LinkedIn, and TikTok, showcasing an ability to navigate, engage, and effectively utilize these platforms to reach diverse audiences.
- College BA; additional graduate studies in areas such as public administration, urban planning, and social work desirable.

TO APPLY

Interested candidates must do the following steps:

1. Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: cb10searchcommittee@gmail.com with “**DISTRICT MANAGER**” in the subject line.
2. Apply for the position on the NYC Careers Website:
 - City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess> and clicking on Recruiting Activities/Careers and searching for **Job Id#599754**
 - Non-City Applicants may apply by going to www.nyc.gov/careers/search and searching for **Job Id#599754**

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 Community Board 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.