

MANHATTAN COMMUNITY BOARD #12

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: District Manager	OFFICE TITLE: District Manager
DIVISION/WORK UNIT: Manhattan Community Board #12	SALARY: \$85,000-\$115,000
HOURS: 35 hours per week Evening and weekend work hours will be required	WORK LOCATION: 530 West 166th Street, NY, NY 10032
<p style="text-align: center;"><u>JOB DESCRIPTION</u></p> <p>Manhattan Community Board No. 12 (CB12M) is a City of New York government agency serving Washington Heights and Inwood. Through its 50-member volunteer board and up to three (3) City paid staff members, CB12M plays an essential role in advising on the delivery of municipal services, the annual New York City budget, and large-scale development projects.</p> <p>Under the direction of CB12M and its Executive Committee, the District Manager is responsible for supervising the staff, overseeing day-to-day office operations, and coordinating the delivery of municipal services within the community district. The District Manager actively participates in evaluating land use and zoning issues, budget management, and service delivery, while ensuring compliance with the New York City Charter, relevant City and State laws, and CB12M's By-Laws. The role requires significant interaction with community residents, businesses, government agencies, local elected officials, and the Board itself. Additionally, the District Manager is responsible for drafting correspondence, resolutions, and letters as directed by the Board.</p> <p>Responsibilities, include but are not limited to:</p> <ul style="list-style-type: none"> · Supervise the day-to-day operations of the CB12M Office, including direct supervision of office staff, conducting performance reviews, and ensuring smooth and timely constituent service delivery · Collaborate with the Board in the development and execution of short-term and long-term policy and advocacy positions as voted by the Board through tracking, following up and reporting on Board resolutions and positions with governmental agencies and respective stakeholders · Serve as liaison for the Board by fostering relationships between CB12M and city/state agencies, elected officials, non-profits, small businesses, amongst others to inform the Board's work, gather feedback on community issues and ideas, and strengthen the Board's visibility in the district · Organize and convene monthly District Service Cabinet meetings with key agency representatives across the city to coordinate and resolve local service delivery issues · Represent the Community Board publicly, including but not limited to, testifying at public hearings, attending community events, Borough Service Cabinet meetings, and citywide events · Oversee and assess the Community Board's public information strategy through digital newsletters, website, earned media, social media, and other channels in line with the Board's brand and voice 	
<p style="text-align: center;"><u>MINIMUM QUALIFICATIONS</u></p> <ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and two years of 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, 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

- Fluency in Spanish required
- Experienced leader with at least six years senior management experience working in City government or complex organizations
- Comprehensive knowledge of Washington Heights and Inwood and the operations of New York City government are strongly preferred.
- Excellent project management, time management, and organizational skills: ability to handle multiple complex tasks simultaneously, set priorities, and meet deadlines,
- Excellent interpersonal communications skills and the ability to communicate clearly and effectively with diverse audiences
- Demonstrated familiarity with digital marketing strategies, showcasing an ability to navigate, engage, and effectively utilize these platforms to reach diverse audiences and communicate CB12M priorities
- College BA; additional graduate studies in areas such as public administration, urban planning, and social work are 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: CB12M@cb.nyc.gov with **"DISTRICT MANAGER"** in the subject line.
2. Apply for position on the CITYJOBS Website:
 - City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess> , Click on Recruiting Activities/Careers and search for **Job ID# 749639**
 - Non-City Applicants may apply by going to <https://cityjobs.nyc.gov> and search for **Job ID# 749639**

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.