

**MANHATTAN COMMUNITY BOARD #8
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Assistant District Manager	OFFICE TITLE: Assistant District Manager
DIVISION/WORK UNIT: Manhattan Community Board #8	SALARY: \$60,000 – \$62,000
HOURS: 9:00 am – 5:00 pm Evening and weekend work hours may be required	WORK LOCATION : 505 Park Avenue Suite 620, New York, NY

JOB DESCRIPTION

Manhattan Community Board 8 is a city agency, representing the Upper East Side and Roosevelt Island. The Board plays an advisory role on a wide range of issues affecting this district. The Community Board office plays a support role for the all-volunteer Board and assists local residents, businesses and institutions with municipal service delivery complaints. As a staff member, the Assistant District Manager’s responsibilities include but are not limited to:

- Assist in the administration of the Board Office at the direction of the District Manager
- Supervising staff in the absence of the District Manager
- Responding to and resolving constituent service requests, working with government agencies, offices of elected officials, community organizations, residents & businesses
- Representing CB 8 at meetings, conducting community outreach, promoting government services, organizing events, providing summaries of key issues and recommendations
- Evaluate and review building and zoning plans, work with zoning and development related issues, interacting with agencies responsible for land use decisions, including construction, landmarks, and zoning reviews.
- Working on projects that advance district service and quality of life goals, providing status reports and trend analysis
- Providing administrative support to the Board and members
- Attending monthly Full Board, Land Use and Committee Meetings as assigned by the District Manager.
- Experience with entering data on website using WordPress
- Other duties assigned by District Manager

MINIMUM QUALIFICATIONS

1. A baccalaureate degree from an accredited college and one year of full-time experience in community work, public administration or planning or related fields, or public information or relations; or
2. Education and/or experience which is equivalent to "1"

PREFERRED QUALIFICATIONS

- Master’s degree in Urban Planning or a related field
- Experience or demonstrated interest in government, public policy, and urban affairs
- Experience in research and / or community development
- Excellent written and verbal communications skills
- Excellent computer and web skills, with experience with social media and collaboration tools
- Excellent organizational, analytical and critical thinking skills
- Experience in working with community groups or small team
- Detailed oriented, enjoy interacting with people on a daily basis
- Ability to adapt to change in a fast-paced environment, like being part of a team
- Passionate about public service and helping others
- Knowledge of Land Use, Vendor and Zoning regulations

TO APPLY

Interested candidates must do the following steps:

- Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: info@cb8m.com with **“Assistant District Manager”** in the subject line **AND** apply for position on the **NYC Careers 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#429064**
- Non-City Applicants may apply by going to www.nyc.gov/careers/search and search for **Job ID#429064**

Only candidates being considered will be contacted

New York City residency is required within 90 days of appointment.

The City of New York is an Equal Employment Opportunity Employer