

MANHATTAN COMMUNITY BOARD 2
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: District Manager	OFFICE TITLE: District Manager
DIVISION/WORK UNIT: Manhattan Community Board 2	SALARY: \$80,000 - \$85,000 annually
HOURS: 35 hours per week Evening and weekend work hours will be required	WORK LOCATION: Community Board 2 Manhattan 3 Washington Sq. Village, NY, NY 10012

JOB DESCRIPTION

Manhattan Community Board No. 2 (“CB2M”) is a City of New York government agency. The CB2M district is bounded by the south side of 14th Street, the north side of Canal Street, the Hudson River, and the west side of Bowery/4th Avenue. Through its 50-member volunteer board and up to three (3) 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 development proposals and planning activities. Under the direction of the CB2M Chair and its Executive Committee, the District Manager is responsible for monitoring and evaluating the delivery of municipal services, land use, and zoning issues, and budget management concerns within Community District 2 and actively participating in the coordination of the delivery of these services. In the performance of this position, the District Manager must adhere to all the requirements of the New York City Charter, other relevant City and State laws and ordinances, and the CB2M By-Laws. For further information, please visit the CB2M website: cb2manhattan.org

Job Responsibilities include but are not limited to:

- Operation of the Community Board in a professional and courteous manner; responding expeditiously to the needs of Community District 2 and its Board;
- Supervision and administration of the Board office; managing day-to-day operations including direct supervision of office staff, and periodic performance reviews;
- Providing administrative support to the Board Chair, Executive Committee and Committee Chairs;
- Managing logistics of all Board and Committee meetings including in-person, virtual and hybrid meetings as well as maintaining familiarity with matters before CB2M Committees;
- With the Board, setting the long-term vision and short term goals for District 2 and the Community Board;
- Overseeing CB2M communications and technology needs including website, newsletters, public notices and social media;
- Developing operational budget including financial and strategic projections, as well as materials and presentation to articulate CB2M needs;
- Resolving Community District 2 constituent complaints including complaint tracking and follow-up services provided by municipal agencies;
- Presiding over monthly Community District 2 Service Cabinet meetings including follow-up on open issues; proactively maintaining relationships with Cabinet members including city and non-profit service providers within the district, elected officials’ offices, Business Improvement Districts and others as needed;
- Representing CB2M at monthly Borough Service Cabinet meetings;
- Representing CB2M before government agencies, at public hearings, at community-based functions and meetings as well as other civic events as directed by the Chair;
- Developing and maintaining relationships with key figures in government, non-profits, community and civic organizations and other stakeholder groups;
- Carrying out the directives of the Community Board; tracking, following up and reporting on the status of actions taken as a result of CB2M resolutions;

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

- Knowledge of the New York City government landscape as well as laws, rules and regulations affecting the work of CB2;
- Experience in the affairs and/or operations of a Community Board and its rules of governance;
- Comprehensive knowledge of the CB2M neighborhoods and communities;
- Demonstrated knowledge of civic engagement issues; passion for public service;
- Personal qualities that include integrity, strong interest in the work of the Community Board and its demographic needs; respect for diversity; and the ability to inspire and motivate;
- Excellent organizational, analytical and critical thinking skills;
- Experienced leader with at least 6 years senior management experience for a complex organization, preferably in the public or nonprofit sector;
- Experience working as a member of a collaborative team;
- Experience administrating video conference tools including Zoom and livestreaming to social platforms;
- Experience in using project management software to document workflow and task completion;
- Ability to identify and implement technology solutions to improve office management and efficiency and to train staff to implement those solutions.
- Full-time experience in community development, public administration, or related fields of which three years must have been in a supervisory or administrative capacity;
- Excellent written and verbal communication skills;
- Fully computer literate with experience in social media, electronic mailing lists and other collaboration tools as well as ability to use spreadsheets and analyze data;
- Ability to effectively engage diverse stakeholders; and,
- Ability to initiate, develop, organize, manage and balance multiple projects.

TO APPLY

Interested candidates must do the following two steps:

1. Submit an appropriate cover letter and resume: Resume@cb2manhattan.org
2. 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#539600**
Non-City Applicants may apply by going to www.nyc.gov/careers/search and search for **Job ID#539600**

Only candidates being considered will be contacted.

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 www.nyc.gov/studentloans

The City of New York 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.