

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Chauffer - Attendant (Borough President)	Salary: \$60,000 Annually
Office Title: Chauffer	Work Location: David N. Dinkins Municipal Building 1 Centre Street, 19th Floor, New York, NY 10007
Division/Work Unit: Executive	Work Hours: 35 Hours per week. Evening and weekend work may be required.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

JOB DESCRIPTION

Manhattan Borough President seeks a Chauffeur/Driver to be part of an energetic, collaborative, and innovative team. This position will report to the Director of Scheduling. Candidates must have excellent time management skills, experience driving an executive or elected official and superior knowledge of the City's and particularly Manhattan's roads and highways. The Chauffeur/Driver will safely transport the Borough President throughout the City to facilitate external meetings and events.

Responsibilities include, but are not limited to:

- Transport the Borough President to and from various meetings and events throughout New York City.
- Transport the two Deputy Borough Presidents to and from various meetings and events throughout New York City.
- Transport materials to and from the uptown and downtown offices.
- Transport staff and materials to various locations for special events.
- Occasionally lift and move boxes to and from the vehicle.
- Use technology like Waze, Google Maps, Outlook Calendar to coordinate travel time.
- Maintain the daily care of the Borough President's vehicles including scheduled service, cleanliness, fuel, oil change, etc.
- Coordinate with the Scheduling Unit to assure successful completion of scheduled events and meetings.
- Always demonstrate safe driving skills in compliance with New York State driving laws.
- Report all mechanical issues, accidents to the Facilities and Fleet Coordinator.
- Assist with special projects and administrative tasks as needed.

MINIMUM QUALIFICATIONS

- Valid New York State Driver's License with a clean driving record for the past five (5) years.

PREFERRED SKILLS

- At least 3 years of experience transporting an executive and/or elected official.
- Able to work three (3) or four (4) weekdays, weekends, holidays, when necessary.
- Superior knowledge of the City's and particularly Manhattan's roads and highways.
- Excellent customer service skills.

TO APPLY

Interested candidates must do the following steps:

- Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: resumes@manhattanbp.nyc.gov with “CHAUFFER” 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#545224**
- Non-City Applicants may apply by going to www.nyc.gov/careers/search and search for **Job ID#545224**

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 Borough President’s 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.