

**MANHATTAN COMMUNITY BOARD 11  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: Assistant District Manager</b>	<b>OFFICE TITLE: Assistant District Manager</b>
<b>DIVISION/WORK UNIT: Manhattan Community Board 11</b>	<b>SALARY: \$49,000 commensurate with experience</b>
<b>HOURS: 35 hours per week, evening and weekend work hours may be required</b>	<b>WORK LOCATION: 1664 Park Avenue, NY, NY</b>

**JOB DESCRIPTION**

Manhattan Community Board 11 is a City of New York government agency representing East Harlem. The 50-member volunteer board, supported by City-paid staff members, with a focus on preserving and developing affordable housing, creating employment opportunities and improving education has an advisory role in the City’s land use review process, annual budget, and the delivery of municipal services. The board is an active participant in land use dispositions and local planning activities including large-scale development proposals. The district office supports the Board’s planning and advocacy initiatives and receives and resolves complaints from community residents.

The Assistant District Manager works closely with the District Manager to support and inform the board’s planning, administrative, and operational and outreach activities; serves as a constituent consultant, a municipal manager, information source, community organizer, mediator and advocate. The Assistant District Manager’s responsibilities include but are not limited to:

- Assisting in the administration of the Board Office at the direction of the District Manager
- Supervising staff and office operations in the absence of the District Manager
- Working on projects to develop and implement procedures that advance district service and quality of life goals, providing status reports and trend analysis
- Responding to and resolving constituent service requests working with government agencies, offices of elected officials, community organizations, residents and businesses
- Developing relationships with community partners and foster collaborations to further the board’s mission
- Providing administrative support to the Board and its committees
- Attending and participating in full board and committee meetings, as assigned by the District Manager
- Representing the board at select meetings, hearings, and working sessions
- Conduct research on planning and development issues providing summaries and recommendations
- Synthesizing information to draft letters, resolutions and testimony in support of CB11 positions
- Assist with outreach efforts including organizing board events and facilitating online community engagement
- Working with the District Manager on special projects
- Other duties as assigned by the District Manager

### **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. Education and/or experience equivalent to "1" or "2" above

### **PREFERRED SKILLS/ABILITIES**

- Master's Degree preferred
- Experience or demonstrated interest in government, public policy, and urban affairs
- Experience in research and managing community development projects
- Experience supervising staff
- Excellent organizational, analytical, critical thinking, written and verbal communication skills
- Passionate about public service and helping others; excellent customer service skills
- Ability to work independently and as part of a team
- Excellent computer and web skills
- Experience with social media and collaboration tools
- Detailed oriented, enjoy interacting with people on a daily basis
- Comfortable handling multiple projects with varying deadlines
- Bilingual English/Spanish, a plus

### **TO APPLY**

#### **Interested candidates must do the following steps:**

- Submit an appropriate cover letter and resume in a Microsoft Word or PDF format to: [cb11employment@gmail.com](mailto:cb11employment@gmail.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 #395947**
- Non-City Applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for **Job ID#395947**

**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**