

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

<b>CIVIL SERVICE TITLE: Director, Community Planning Board, Managerial Level, 3.</b>	<b>OFFICE TITLE: Director, Community Affairs</b>
<b>DIVISION/WORK UNIT: Community Affairs</b>	<b>SALARY: \$84,000-\$90,000</b>
<b>HOURS: 35 hours per week. Weekend and evening work hours may be required</b>	<b>WORK LOCATION : One Centre Street, New York, NY 10007</b>

**JOB DESCRIPTION**

Manhattan Borough President Gale Brewer seeks a Director of Community Affairs to be part of her collaborative and innovative team to implement a shared vision of progressive policies and community-based planning. The prospective Director must be committed to seeking out new and better ways for the Office to connect with, and deliver for, Manhattan's diverse neighborhoods, communities and constituents. The preferred candidate will also possess a minimum of five years experience working with government, civic, policy/research, not-for-profit and/or similar organizations. The Director of Community Affairs will report to the Deputy Borough President of Community Affairs and Constituent Services.

**Specific responsibilities include but are not limited to:**

- Manage a team including community and constituent services liaisons.
- Design and implement new and ongoing strategies to support Community Boards, including organizing Community Board recruitment, appointments, training, support, outreach and education.
- Maintain, expand and improve relationships with diverse community stakeholders by ensuring a staff presence throughout Manhattan neighborhoods.
- Oversee the organization and coordination of monthly borough board and borough service cabinet meetings to raise pressing issues to Manhattan Community Boards, local elected officials and city agencies.
- Generate new ideas for raising awareness, connecting government to communities, and enhancing visibility of the office.
- Foster collaborative relationships with all community stakeholders and ensure they are kept up-to-date on all office initiatives.
- Develop community outreach priorities and recommendations with the senior management team and present them to stakeholders for partnership and support.
- Ensure quality service delivery and government accountability.
- Assist with the writing, editing, research and preparation of presentations made by the staff of the unit on a wide variety of issues ranging from education, health and transportation to economic development and housing on behalf of the Borough President at various community meetings.
- Develop and maintain communication structures and strategies to ensure the Borough President and the senior management team are briefed on and have access to developing community issues and opportunities, summaries of meetings covered by Community Affairs Unit, calendar of upcoming activities and items and inventory of completed Unit deliverables and products.
- Lead special projects as identified by the Chief of Staff and Deputy Borough President

## MINIMUM QUALIFICATIONS

1. A baccalaureate degree from an accredited college and four years of satisfactory ,full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1"above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1"above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

## PREFERRED/QUALIFICATIONS/SKILLS/EXPERIENCE

- A Bachelor's degree.
- Strong research, analytical and organizational skills.
- Demonstrated writing and oral communication skills.
- In-depth knowledge of the inner-workings of government and legislative process on the city, state and federal levels
- Demonstrated supervisory and team building skills
- Management/Supervisory experience
- Knowledge of the Borough of Manhattan and its various neighborhoods.
- Familiarity with databases, social media and productivity tools and using technology to enhance office procedures and work-flow process

## TO APPLY

Interested candidates must complete both of the following steps:

1. Submit a cover letter and resume in a Microsoft Word or PDF format to: [resumes@manhattanbp.nyc.gov](mailto:resumes@manhattanbp.nyc.gov) with "**Director, Community Affairs**" in the subject line.
2. Apply for the position on the NYC Careers Website:
  - City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess> and clicking on Recruiting Activities/Careers and searching for Job ID# 367594
  - Non-City Applicants may apply by going to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and searching for Job ID# 367594

Only candidates being considered will be contacted.

The City of New York is an Equal Employment Opportunity Employer. The Office of the Manhattan Borough President is committed to engaging a diverse workforce. People of color, women, LGBT people, veterans, and people with disabilities are encouraged to apply.

**New York City residency is required**