

**MANHATTAN COMMUNITY BOARD 10
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: District Manager	OFFICE TITLE: District Manager
DIVISION/WORK UNIT: Manhattan Community Board 10	SALARY: \$75,000 - \$80,000
HOURS: 35 hours per week Evening and weekend work hours will be required	WORK LOCATION: 215 West 125th Street, 4th Floor, New York, NY
<u>JOB DESCRIPTION</u>	
<p>Manhattan Community Board No. 10 is a City of New York government agency, covering Central Harlem. Through its 50-member volunteer board and four (4) 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 large-scale development proposals and planning activities. Under the direction of the Manhattan Community Board 10 Chair and its Executive Cabinet, the District Manager is responsible for expediting, monitoring and evaluating the delivery of municipal services, land use and zoning issues and budget management concerns within the community district and actively participates in the coordination of the delivery of these services. In the performance of this position, the District Manager will adhere to all the requirements of the New York City Charter, other relevant City and State laws and ordinances and the Community Board 10 By-Laws.</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> ● Operation of the Community Board in a professional and courteous manner; responds expeditiously to the needs of the Central Harlem community and Manhattan CB 10 Board members; ● Supervision and administration of the Board office and its staff; provides administrative support to the Board Chair and Committee Chairs; ● Oversight of the four major Community Board responsibilities: Land Use and Zoning, Service Delivery, NYC Budget Process coordination and the Board's Operating Budget; ● Process and follow-up complaints from residents of District 10 relating to services provided by municipal agencies; ● Managing the logistics of all Community Board meetings and representing Manhattan CB 10 at public hearings, community-based functions, special meetings and other civic events as directed by the Chair. 	
<u>MINIMUM QUALIFICATIONS</u>	
<ol style="list-style-type: none"> 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 	
<u>PREFERRED QUALIFICATIONS</u>	
<ul style="list-style-type: none"> ● Excellent written and verbal communication skills; computer and web skills and experience with social media and collaboration tools. ● Experience in the affairs and operations of a Community Board and its rules of governance. 	

TO APPLY

Interested candidates should apply by doing the following. Please complete step 1 and 2.

1. Manhattan Community Board 10

Attn: Personnel Search Committee

Mailing Address: 215 West 125 Street, 4th Floor – New York, NY 10027

Email Address: cb10searchcommittee@gmail.com

For further information, please visit the Community Board 10 website: www.nyc.gov/mcb10

2. Apply for position on the **NYC Careers Website** at <https://a127-jobs.nyc.gov> and search for **Job ID#367537**

Only candidates being considered will be contacted.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

The City of New York is an Equal Employment Opportunity Employer