

**City of New York
DEPARTMENT OF BUILDINGS
Job Posting Notice**

Civil Service Title: Community Coordinator	Level: 00
Title Code No: 56058	Salary: \$47,703--65,000 annually
Business Title: Bronx Community Affairs Liaison	Work Location: 1932 Arthur Ave, Bronx
Division/Work Unit: Community Affairs	Number of Positions: 1
Job ID: 201371	Hours/Shift: 35 hours (minimum)

Job Description

Under the supervision of the Assistant Commissioner of External Affairs and in close cooperation with the Bronx Borough Commissioner, the Bronx Community Affairs Liaison will:

- Assist in the resolution of community and elected official concerns and inquiries regarding compliance with the New York City Building Code and Zoning Resolution.
- Attend community board and civic association meetings, and visit development sites that are the subject of community interest.
- Assist with community liaison activities such as explaining Department policies and procedures with respect to the application and interpretation of the Building Code and Zoning Resolution.
- Prepare correspondence to elected officials, community boards and other interested parties concerning the Department's regulatory Code activities.
- Brief the Assistant Commissioner of External Affairs on enforcement and development matters in the Bronx.
- Assist with other tasks and special projects at the behest of the Assistant Commissioner of External Affairs and Bronx Borough Commissioner.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- Commitment to public service
- Excellent organization, communication and conflict resolution skills
- Ability to work independently and manage multiple short-term projects
- Familiarity with the elected officials, community boards and civic associations that represent the Bronx
- Experience working in or with New York City government
- Familiarity with the Building Code and Zoning Resolution
- Extensive knowledge of Microsoft applications, including Word, Excel and PowerPoint

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and search for the specific Job ID #.

For Current City Employees: Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #.

No phone calls, faxes or personal inquiries permitted.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Posting Date: 7/22/2015

Post Until: 8/04/2015

The City of New York is an Equal Opportunity Employer