

CITY OF NEW YORK
Brooklyn Community Board #6
CITYWIDE JOB VACANCY NOTICE

Civil Service Title District Manager – Level I

Title Code No: 56086

Salary: \$70,000 - \$82,000 Commensurate with experience

Hours/Shift: Full time - Evening and weekend work hours will be required

JOB DESCRIPTION

Brooklyn Community Board #6 is a NYC government agency covering Cobble Hill, Carroll Garden, Gowanus, Park Slope, Red Hook and the Columbia Street Waterfront District. The Community Board has 50 volunteer members and interacts with members of the community and government agencies to represent the community interests regarding land use, service delivery, quality of life, budget and other matters taking place in this vibrant Brooklyn community.

The Community Board is seeking a new District Manager to supervise the small paid staff and volunteers of the Board and carry out the policies of the Board. The District Manager reports to the Board Chair and also has considerable interaction with Board members, community residents and businesses, government agencies and local elected officials. The District Manager's principal duties are as follows:

- >The District Manager manages and oversees the day-to-day operation of the district office, drafting of letters, resolutions and other correspondence, and the transcribing of both full Board and committee meeting minutes.
- > The District Manager (DM) makes policy recommendations to the Board and executes policy set by the Board and maintains liaison between the Board, government agencies and community groups.
- > The DM works with Board chair and committee chairs on formulating agendas, coordinating full Board and committee meetings and setting up public forums.
- > The DM attends a range of committee, full Board and borough board meetings every month, oversees communication with City and State agencies, local elected officials, community organizations and other entities. Offers testimony on behalf of the CB; or other activities as directed by the Chair.
- > The DM helps to resolve community issues and complaints submitted to the Community Board. The DM hosts a monthly District Service Cabinet meeting intended to help resolve local issues with City agencies.
- >The DM oversees the dissemination of meeting notices, calendars as well as letters and resolutions to appropriate government agencies and parties.
- > The DM plays a large role in managing communication, public information and public relations on behalf of the CB, under the supervision of the Board chair.
- > The DM coordinates Board input regarding the City Budget, District Needs Statement and Annual Report.
- > The DM is responsible to ensure both an efficiently run office and one that has good intra-office communication and operates cohesively as a team.
- > The DM must be familiar with social media as a tool for communicating to Board members and the community.
- > The DM must be familiar with the City's Office of Management/Financial Management System.

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. 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.

PREFERRED QUALIFICATIONS

- >Excellent managerial, interpersonal and communications skills – oral and written – are required.
- > Prior managerial or supervisory experience and knowledge of the operations of New York City government are necessary.
- > Prior experience working in City government and work with community organizations strongly preferred.
- > Must have the ability to multi-task, working both individually and with others; establish and meet deadlines; communicate effectively with staff, members of the Board, and members of the community; work in a high pressure environment; attend evening meetings.
- > Must have excellent computer and technology skills.
- > Bachelor’s degree; additional graduate studies in areas such as public administration, urban planning and social work desirable, unless commensurate experience exists.

TO APPLY

Interested candidates must take the following steps:

Submit a cover letter and resume in Microsoft Word or PDF format to: Cb6bklyndmposition@gmail.com with “DISTRICT MANAGER” in the subject line. **Only candidates being considered will be contacted.**

New York City residency is required within 90 days of appointment.

POST DATE: February 14, 2018

POST UNTIL: Filled

JVN#:

476-18-001

**The City is an Equal Opportunity Employer
New York City Residency Required**