

**BROOKLYN COMMUNITY BOARD #1
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: District Manager	OFFICE TITLE: District Manager
DIVISION/WORK UNIT: BROOKLYN Community Board #1	SALARY: \$58,700 - \$88,000
HOURS: 35 hours per week Evening and weekend work hours will be required	WORK LOCATION: 435 Graham Ave, Brooklyn, NY 11211

DUTIES AND RESPONSIBILITIES

This is a management class of positions encompassing responsibilities for expediting, monitoring and evaluating municipal services in a community district, as directed by the Community Board. All personnel perform related work. All positions are allocated to Assignment Level I of the Pay Plan for Management Employees.

- Under executive direction of a Community Board, represents the Board in monitoring and evaluating the delivery of municipal services within the community district and actively participates in the coordination of delivery of these services
- The District Manager (DM) makes policy recommendations to the Board and executes policy set by the Board and negotiates and maintains liaison between the Board, government agencies and community groups.
- Serves as a conduit among residents of the district, members of the Community Board and district personnel providing municipal services.
- With full authority to act for the Board, presides at meetings of the District Service Cabinet, composed of agencies providing municipal services on a decentralized basis (e.g., Department of Education, Parks and Recreation, Sanitation, Police, Fire, Department of Transportation, MTA, etc.). Establishes the agenda, energetically represents the interests of the community and the Board in dealing with the managers or district supervisors representing their respective departments on community-based complaints and problems of community residents.
- The DM works with committee chairs on formulating agendas, coordinating full Board and committee meetings and setting up public forums.
- The DM manages the district office and helps to resolve community issues and complaints submitted to the Community Board.
- The DM oversees the dissemination of meeting notices, calendars as well as letters and resolutions to appropriate parties.
- The DM coordinates Board input regarding the City Budget, District Needs Statement and Annual Report.
- The DM is responsible to ensure an efficiently run office that has good intra office communication.
- Familiarized with social media.
- Familiarized with the City's Office of Management/Financial Management System.
- Processes complaints from residents of the district relating to services provided by municipal agencies within the district. Resolves minor local complaints and processes complaints of a recurring or major nature to appropriate authority. Prepares written or verbal reports to the Community Board on complaints received.
- Supervises and administers the office and the staff of the Community Board.
- Resolves local complaints and directly brings major complaints of a recurring and/or multi-borough or city-wide nature to the Borough President, the Mayor (through representatives) and to the Public Advocate
- Participates in the formulation and development of Community Board policies and procedures. Executes these policies and procedures as necessary.
- May be assigned by the Community Board to conduct investigations on needed services to initiate plans for providing such services, or to take other actions as the Community Board deems necessary. Directs staff in planning and research in this area, as necessary.

QUALIFICATION REQUIREMENTS

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. In addition, the applicant must show ability to communicate constructively and handle conflict situations with staff, community residents, and the various municipal agencies; ability to supervise and administer the overall organization and functioning of the board office; exhibit good writing, technical and computer skills. Bi-lingual skills are a plus.; or
2. An associate degree from an accredited college and four years of full- time satisfactory experience in community work, public administration or planning or related fields, or public information or relations. 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. In addition, the applicant must show ability to communicate constructively and handle conflict situations with staff, community residents, and the various municipal agencies; ability to supervise and administer the overall organization and functioning of the board office; exhibit good writing, technical and computer skills. Bi-lingual skills are a plus; 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. In addition, the applicant must show ability to communicate constructively and handle conflict situations with staff, community residents, and the various municipal agencies; ability to supervise and administer the overall organization and functioning of the board office; exhibit good writing, technical and computer skills. Bi-lingual skills are a plus.; 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.
- College BA preferred; additional graduate studies in areas such as public administration, urban planning and social work desirable.

**Please Email resume to:
cb1districtmanagersearch@gmail.com**