

CITY OF NEW YORK
 Brooklyn Community Board #9
 CITYWIDE JOB VACANCY NOTICE

Civil Service Title District Manager - Level I Title Code No: 56086	Salary: \$75,000 - \$90,000 Hours/Shift: Full time — Flex hours	
<p>Seeking an energetic, dynamic, and dedicated COMMUNITY ORGANIZER to serve as District Manager to Brooklyn Community Board #9 in the Crown Heights, Prospect Lefferts Gardens, Wingate, and North Flatbush neighborhoods.</p> <p>The District Manager (DM), under the executive direction of the 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.</p> <p>The DM establishes the agenda and presides at District Service Cabinet meetings composed of agencies providing municipal services to the district. The DM attends Community Board meetings and reports on issues concerning and actions taken at District Service Cabinet meetings as well as on other pertinent matters. The DM processes complaints from residents of the District, relating to services provided by municipal agencies within the district. The DM resolves minor local complaints and processes complaints of a recurring or major nature to appropriate authorities. The DM prepares written or verbal reports to present to the Community Board at monthly meetings regarding complaints the Community Board has received. The DM supervises and administers the office and staff of the Community Board. The DM helps to set and organize committee agendas, set meetings, and maintains all records and minutes of meetings.</p>		
<p style="text-align: center;">QUALIFICATION REQUIREMENTS</p> <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 fulltime 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 fulltime 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. 		
<p style="text-align: center;">PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Candidate must have knowledge of city government/agencies and be familiar with issues facing the Community Board geographical communities of Crown Heights, Prospect Lefferts Gardens, Wingate, and North Flatbush neighborhoods. Candidate should have experience with complaint resolution and NYC public notice requirements & procedures preferred. • Understand and/or be familiar with the zoning process. • Candidate should have some form of intergovernmental experience either from working for a city agency, and/or an elected official. • Candidate must be organized, have excellent writing skills, verbal skills, public speaking and MUST be proficient in Microsoft Outlook, Microsoft Word, Excel, and Power Point. Must highly organized, detail oriented and capable of multi-tasking. • Candidates should have excellent skills utilizing social media platforms for community outreach • Candidate should have excellent interpersonal skills and demonstrated leadership experience. 		
<p style="text-align: center;">TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO: Brooklyn Community Board #9 Application Submission 890 Nostrand Avenue Brooklyn, New York 11225 Or Email: infobk09@cb.nyc.gov</p>		
POST DATE: February 2020	POST UNTIL: Filled	JVN#: 2020-479-001

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