

**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
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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.

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.

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 the Community Board regarding complaints received. The DM supervises and administers the office and staff of the Community Board. The DM helps to set-organize committee agendas, set meetings, and maintains all records and minutes of meetings.

QUALIFICATION REQUIREMENTS

1. A master’s degree from 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 supervisory or administrative capacity.
2. 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 two years must have been in supervisory or administrative capacity.
3. At least three years of full time experience in government, public administration or city planning of which three years must have been in a supervisory capacity or work related experience.

PREFERRED SKILLS

- Candidate must have knowledge of city government/agencies and be familiar with issues facing the Community Board #9 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 zoning codes.
- Candidate should have some form of intergovernmental experience either from working for a city agency, and/or an elected official.
- Candidates 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.

TO APPLY, PLEASE SUBMIT RESUME:

Brooklyn Community Board #9
Application Submission
890 Nostrand Avenue
Brooklyn, New York 11225
Or Email: unelper@aol.com

POST DATE: November 2017	POST UNTIL: Filled	JVN#:	2018-479-003
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**The City is an Equal Opportunity Employer
New York City Residency Required**