



JOB ANNOUNCEMENT

BRONX COMMUNITY BOARD 7 DISTRICT MANAGER

Bronx Community Board 7 is a City Agency serving the communities of Bedford Park, Fordham, Jerome Park, Kingsbridge Heights, Mosholu, Norwood and University Heights. We are empowered through the New York City Charter to make decisions on land use, budgets, public policy and to monitor city services. The Community Board consists of up to 50 appointed members with an advisory role in the city's land-use process, community advocacy, etc.

The District Manager serves in the capacity of municipal manager, information source, community organizer, mediator and advocate. This position is directly supervised by the Board Chairperson, under the executive direction of the Community Board.

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- Directs the day-to-day operations of the Board office; Supervises, evaluates, directs and motivates staff;
 - Maintains and monitors the internal budget of the Board, makes policy and strategy recommendations to the Board including; but not limited to, CB7 Capital and Expense budgets of NYC, and executes Board policy;
 - Presides over monthly District Services Cabinet meetings, establishing the agenda, creating and preparing reports to the Board; attends monthly Borough Service, Borough Board and committee meetings; performs other duties as assigned and approved by Community Board Chair.
 - Assists the Board in the monitoring and evaluation of municipal services within the district; responds to constituent concerns, processes complaints, submits accurate information to the public relating to services provided by municipal agencies within the district and reports those concerns to the Board, maintains files and records in both paper and electronic formats;
 - Must be able to attend monthly General Board and committee meetings scheduled in the evening, including weekend events and community gatherings; takes minutes as necessary;
 - Conducts bi-weekly walk-throughs of community districts: **Bedford Park, Fordham, Jerome Park, Kingsbridge Heights, Mosholu, Norwood and University Heights** to identify areas of concern to be documented and reported to officers of the board for actionable feedback;
 - Coordinates meetings under the direction of the Community Board Chair; directs staff to prepare materials for meetings or events, advisory committees, working groups, and other forums; ensures materials are reflective of the Boards' priorities and coordinates distribution to key stakeholders.
 - Responsible for updating and maintaining media and social media platforms, in collaboration with Board Chair and Ad Hoc Web, Acknowledgement and Media Committee (WAM);
 - Establishes and maintains a working relationship with the Board Chair, Committee Chairs, Board Members, Community Residents, Elected officials and their Representatives including City agencies, Non-Profit, Faith-Based Organizations, BIDS/Local Businesses, Coalitions and Institutions.
 - Must be a strong advocate for the Board's views, as directed by the Board, in collaboration with Community Board Chair; ability to travel locally; and performs other general and miscellaneous tasks to support the mission and work of the Board;
 - New York City residency required, if employed by New York City for less than 2 years.

Essential Skills:

- Familiarity and experience with the community relations and intergovernmental operations;
- A history of strong managerial, organizational, strategic planning and supervisory skills;
- Computer proficiency, including mastery of office and web based applications;
- The ability to manage multiple projects and meet strict deadlines;
- Strong interpersonal, verbal, and written communication skills;
- Cultural sensitivity and competency for a diverse population;
- Successfully demonstrated ability to work as part of a team;
- Excellent oral and written communications skills.

Qualification Requirements:

- 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
- 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
- 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.

TO APPLY, PLEASE SUBMIT your cover letter and résumé by USPS mail, postmarked no later than:
Thursday, September 7, 2017 to:

Bronx CB7 Search Committee

229-A East 204th Street · Bronx, New York · 10458



Please do not call or visit the Community Board office regarding your application

The City of New York and Bronx Community Board 7 are Equal Opportunity Employers.

- This position is classified in the Non-Competitive Class
- For Fair Labor Standards Act (FLSA) purposes, this position is Exempt
- This position offers a New York City comprehensive fringe benefits package
- Residents of Bronx Community Board 7 and bilingual candidates are encouraged to apply