

CITY OF NEW YORK

Staten Island Community Board #1

CITYWIDE JOB VACANCY NOTICE

Civil Service Title: District Manager Level I	Salary: Commensurate with Experience
Title Code: 56086	Hours/Shift: Full time - Flex hours

Seeking a dedicated community public servant to serve as District Manager to Staten Island Community Board #1, in the Arlington - Castleton Corners - Clifton - Concord - Elm Park - Fort Wadsworth - Graniteville - Grymes Hill - Howland Hook - Livingston - Mariners Harbor - New Brighton - Old Place - Port Ivory - Port Richmond - Randall Manor - Rosebank - St. George - Shore Acres - Silver Lake - Stapleton - Sunnyside - Tompkinsville - West Brighton and Westerleigh neighborhoods.

The District Manager 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.

Serves as a conduit among residents of the district, members of the Community Board and district personnel providing municipal services.

The District Manager presides at District Service Cabinet meetings composed of agencies providing municipal services to the district. The DM establishes the agenda, represents the interests of the community and the Board in dealing with the district supervisors that represent their respective departments on community based complaints and problems of community residents.

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 the 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.

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.

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.

The DM 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, 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.

PREFERRED SKILLS

Candidate must have knowledge of city government/agencies and ideally New York State government, and be familiar with issues facing the Community Board #1 geographical communities. Candidate should have experience with complaint resolution and NYC public notice requirements & procedures preferred.

Should understand and/or be familiar with zoning codes.

Candidate should have 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 via email to:

SunnyJain@amcaps.com with the subject "District Manager".

Submission of an application package does not guarantee that you will receive an interview. Only those qualified candidates under consideration will be contacted.

Post Date: 08/09/22

Post Until Filled

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency. Mayor's Executive Order 75 (EO75)

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the city for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.