

**City of New York**  
**BRONX COMMUNITY PLANNING BOARD No.11**  
**Job Vacancy Notice**

Civil Service Title: District Manager	Level: 1
Title Code No: 56086	Salary: \$52K --\$60K
Office Title: District Manager	Work Location: 1741 Colden Avenue, Bronx, NY
Hour/Shift: Day/Night	Number of Position: 1
<b>Job Description</b>	
<p><u>Working directly with the Board Chair, under the executive direction of the community board, the District Manager:</u></p> <ul style="list-style-type: none"> <li>• Maintains the day-to-day operations of the Board office including its internal budget, processes citizen complaints, provides information to the public and maintains files and records.</li> <li>• Supervises, evaluates, directs and motivates a small staff.</li> <li>• Makes policy and strategy recommendations to the board including, but not limited to, Capital &amp; Expense budgets of NYC, and executes Board Policy.</li> <li>• Presides over monthly District Service Cabinet meeting and establishes agenda.</li> <li>• Attends monthly Borough Service / Borough Board meeting / Committee meetings.</li> <li>• Maintains a working relationship with elected officials and their representatives, City agencies, nonprofit groups, churches and businesses.</li> <li>• Must be able to attend evening monthly Board and committee meetings, also attend occasional weekend events.</li> <li>• Resolves problems and assures the delivery of City services. Processes complaints from constituency relating to services provided by municipal agencies within the district. Prepares written or verbal reports to the Community Board on complaints received.</li> <li>• Must be a strong advocate for the board and the community.</li> <li>• Must be able to work well with groups and individuals.</li> <li>• Distributes information to the Board and community in a timely fashion.</li> </ul>	
<b>Qualification Requirements</b>	
<ul style="list-style-type: none"> <li>• Must be a New York City resident.</li> <li>• 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; or</li> <li>• 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; or</li> <li>• 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 relate fields, or public information or relations.</li> <li>• All applicants must have worked at least one year in a supervisory or administrative capacity</li> </ul>	
<b>Essential Skills</b>	
<ul style="list-style-type: none"> <li>• A history of strong managerial, organizational and supervisory skills,</li> <li>• Knowledge of NYC government, Community Planning Boards and the communities of CB 11, desired,</li> <li>• The ability to manage multiple projects and meet deadlines,</li> <li>• Demonstrates cultural sensitivity and competencies,</li> </ul>	
<b>To Apply, Please Submit Resume To:</b>	
<p>Name: Mr. Dom Castore  Title: Chairman  Mailing Address: D.M, Search Committee, C/O Bronx Community Board #11  1741 Colden Avenue, Bronx, NY 10462  <b>Note:</b> The search committee will only consider resumes postmarked and received by 5:00 PM on Friday, October 29, 2010. <b>No drop offs will be accepted.</b></p>	

**The City of New York is an Equal Opportunity Employer**