

CITY OF NEW YORK
Queens Community Board #14
CITYWIDE JOB VACANCY NOTICE

Civil Service Title District Manager	Level: 1
Title Code No: 56086	Salary:
Number of Positions: 1	\$90,000-\$110,000
Hours/Shift: Full time, flex hours	

The District Manager (DM), under the executive direction of the Community Board, monitors and evaluates the delivery of municipal services within the community district and actively participates in the coordination and delivery of these services. This is a full time position requiring day, evening and sometimes weekend hours.

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. The DM processes complaints from residents of the District, and acts as a liaison to city agencies and other elected officials to address and resolve such complaints. The DM supervises and administers the office and staff of the Community Board.

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 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; or
4. Education and/or experience which is equivalent to "1", "2", or "3" above

PREFERRED SKILLS

Knowledge of City government, supervisory and administrative experience, experience dealing with the public, familiar with Queens Community Board #14 and existing areas. Must have experience with complaint resolution and NYC public notice requirements and procedures. Knowledge of Environmental regulation issues and sustainability resolution. Familiarity with Army Corps of Engineers a plus. Must possess excellent writing skills, verbal skills, computer skills. Proficient with creating and maintaining social media platform a plus

TO APPLY:

THIS POSITION WILL HAVE AN OFFERING SALARY BETWEEN \$90,000-\$110,000

PLEASE SUBMIT RESUME TO:

Dolores Orr
 Chair, Community Board #14, Queens
 PO BOX 930065 Rockaway Beach NY 11693

All résumés must be sent via certified mail. A certified return receipt is required.
 Must be postmarked no later than September 23, 2023
 (No Phone Calls Please)

Please reference job posting number on resume.

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

POST DATE: September 6, 2023	POST UNTIL: FILLED	JVN#: 2023-444-001
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