

CITY OF NEW YORK
Brooklyn Community Board No. 17
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Assistant District Manager	Salary Range: \$40, 281 New York City Employees \$43,439 - \$65,574 (Incumbents with 2 years of service)
Office Title: Assistant District Manager	Hours/Shift: Full Time – 35 hours per week Evening and weekend work hours may be required
Title Code #: 56087	Work Location: 4112 Farragut Road Brooklyn, NY 11210

Brooklyn Community Board No. 17 is a New York City agency established to identify the needs of our community and advocate through city government to meet those requirements. In addition, we are empowered through the New York City Charter to make advisory decisions on land use, budgets, and public policy and to monitor city services. The Board is composed of appointed members who represent the district, which covers the East Flatbush neighborhood of south Brooklyn.

DUTIES AND RESPONSIBILITIES

The Assistant District Manager will work closely with the District Manager to support the board’s planning, administrative, and operational outreach activities and serves as a constituent consultant, mediator, and advocate on behalf of the Board. The Assistant District Manager’s responsibilities include but are not limited to:

- Assisting in the administration of the Board Office under the direction of the District Manager and Chairperson
- Responsible for the Supervision of Staff and report to the District Manager or Chairperson
- Responding to and resolving constituent service requests, working with government agencies, offices of elected officials, community organizations, residents, and businesses.
- Provide administrative support, attend full board and committee meetings, and transcribe monthly meeting minutes as needed.
- Work closely with committee chairs and staff on routine assignments, such as applications, agendas, and review of meeting minutes.
- Assist with outreach efforts including organizing board events and facilitating online Board and community engagement
- Work on special projects as approved by the Board and Chairperson
- Review invoices and input and/or approve purchase orders and entries in the city Financial Management System (FMS) and assist in maintaining financial records.
- Communicate issues of community interest by drafting content for Board’s monthly social media platform.
- Prepare and update Board and Committee members attendance, reports, as assigned by the District Manager
- Maintain Community Board files in both paper and electronic form.
- Substitutes for the District Manager in their absence.
- Perform other miscellaneous tasks to support the mission and work of the Board and District Manager.
- Must be able to travel locally and attend monthly evening meetings when necessary.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and one year of full-time experience in community work, public administration or planning, related fields, or public information or relations; or
2. Associate degree from an accredited college and commensurate experience.

PREFERRED SKILLS

- Cultural sensitivity and competency for a diverse population.
- Excellent oral and written communication skills.
- Advanced technical skills including social media, website, streaming of meetings via WebEx, Facebook, and YouTube.
- Proficiency in Microsoft Office, i.e., Excel, PowerPoint, Google Docs, and FMS.
- Comfortable handling multiple projects with varying deadlines.
- Must be a team player and enjoy interacting with people daily.
- Proficiency or fluency in Spanish, French, or Haitian Creole a plus
- Familiarity with the issues facing communities within the boundaries of CD17.

TO APPLY:

Email your cover letter and resumé to: bk17@cb.nyc.gov with “Assistant District Manager” in the subject line.
Please do not call or visit the Community Board office regarding your application.

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. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability.

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.

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. Please review the notice to see if you may be eligible for programs and how to apply at [Public Service Loan Forgiveness](#) | [Federal Student Aid](#).

POST DATE: September 20, 2023	POST UNTIL: 10/20/2023	JVN#: 487-23-002
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