



Community Board 12M

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Website: www.cb12m.org

JOB ANNOUNCEMENT DISTRICT MANAGER – COMMUNITY BOARD 12 MANHATTAN

Manhattan Community Board 12 is a City Agency that supports the Washington Heights-Inwood Community. The Board consists of 50 members with an advisory role in the City's budget and land-use process, community advocacy, etc.

Working directly with the Board Chair, under the executive direction of the Community Board, a District Manager:

- Manages the day-to-day operations of the Board office, including internal budget of the Board, processes citizen complaints, provides information to the public and maintains files and records.
- Supervises, evaluates and directs three staff members
- Initiates independent research on relevant Board matters for members to consider in their work.
- Makes policy and strategy recommendations to the Board including Capital & Expense budgets of NYC
- Executes Board policies
- Maintains a working relationship with elected officials and their representatives, City agencies non-profit groups, churches and businesses.
- Resolves problems and assures the delivery of City services.
- Organizes and Chairs the monthly District Service Cabinet Meeting and prepares reports.
- Acts as a strong advocate for the Board and the community
- Gathers and distributes pertinent information in a timely fashion for Board Committees and the community.
- Attends monthly Board and committee meetings, which are scheduled in the evening.
- Represents the Board at occasional weekend events

Preferred Qualifications:

- Knowledge of NYC government, Community Boards and the Washington Heights-Inwood Community.
- A history of strong managerial, organizational and supervisory skills
- Excellent writing skills, computer literate (MS Word, Internet, Website, etc.)
- The ability to manage multiple projects and meet deadlines.
- Demonstrated cultural sensitivity and competencies.
- Bilingual a plus, must be a New York City resident.
- Bachelor's degree from an accredited college and four (4) years of proven managerial experience; An Associate degree from an accredited college and six (6) years of full-time experience; High School diploma graduation/equivalent and six-eight (6-8) years of full-time experience.

Salary

55-65K DOE. Excellent City benefits.

Mail resume and cover letter to:

Pamela Palanque North, Chair

CB12M DM Search Committee

P.O. Box #404

Audubon Station

New York, NY 10032

*COMMUNITY BOARD 12M IS AN EQUAL OPPORTUNITY EMPLOYER

Please Post: 10/2004