



**Position Available**  
**Civil Service Title: Community Assistant**  
**Community Board 9**

Title Code No.: 56056  
Salary Range: \$27,421 – 35,573  
Office Title: Community Assistant  
Division/Work Unit: Bronx Community Board # 9  
Number of Positions: 1

Bronx Community Board 9 plays an advisory role on a wide range of issues affecting its district. The Community Board office plays a support role for the all-volunteer Board and assists local residents, businesses and institutions with municipal service delivery complaints. We are currently seeking a Community Assistant to work in the Community Board 9 office beginning as soon as possible. As a staff member, the Community Assistant's responsibilities include:

**PRIMARY RESPONSIBILITIES:**

- Update Community Board 9 website and computer files
- Draft monthly calendar of community board meetings
- Speak with constituents and assist with their complaints pertaining to delivery of municipal services.
- Follow up on the disposition thereof at thirty-day intervals, maintaining contact with neighborhood residents.
- Provide administrative support to various CB9 committees
- General administrative duties, including filing and maintenance of public records
- Track deadlines for various applications to NYC and NYS agencies
- Answer phones in a courteous and professional manner, and directs messages to proper individuals
- Attend full board, committee, district service and other monthly meetings to register attendees and help with meeting preparation and minutes.
- Assists with sorting of mail and forwards to Community Board Chairman and other members of the Community Board.
- Highlight emerging issues and concerns of importance to Community Board Chairman and Office staff.
- Maintains contact with appropriate departments/agencies of government relate to on-going Community Board tasks and interest.
- Accept other office tasks by Chairman and District Manager

## **QUALIFICATION REQUIREMENTS**

1. High School Diploma or equivalent and three years of experience in community work or community centered activities in an area related to duties described above.
2. Education and/or experience which is equivalent to “1” above.

## **PREFERRED SKILLS**

- BA/BS degree or high school (or equivalent) with three or more years of office experience
- Must have strong administrative and organizational skills
- Thorough working knowledge of Microsoft Word, Excel, Access and the Internet
- Ability to organize, multi-task, and keep track of details
- Ability to speak Spanish

## **OTHER QUALIFICATIONS:**

The ideal candidate should enjoy interacting with people on a daily basis, be able to adapt to change in a fast-paced environment, like being part of a team, communicate clearly and effectively, and be passionate about public service and helping others.

Bronx Community Board 9

Mailing Address: 1967 Turnbull Avenue Suite 7

Bronx, NY 10473

Fax: 718-823-3034

Email Address: [bx09@cb.nyc.gov](mailto:bx09@cb.nyc.gov)

NYC Residency is required within 90 days of appointment.

## **POSTING DATE:**

July 6, 2014

## **POST UNTIL:**

July 20, 2014

## **APPLICATION INFORMATION:**

Resumes and cover letters will be accepted by mail, fax or e-mail. No phone calls please. Only applicants scheduled for an interview will be contacted.

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