



## NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE</b> <p style="text-align: center;">Community Coordinator</p>	<b>Title Code #</b> <p style="text-align: center;">56058</p>
<b>OFFICE TITLE</b> <p style="text-align: center;">Borough Manager</p>	<b>SALARY</b> \$47,703-Minimum salary for full-time employees with less than 2 years of City Service \$54,858-Minimum salary for full-time employees with more than 2 years of City Service
<b>BUREAU/DIVISION/UNIT</b> <p style="text-align: center;">External Affairs/Office of Community Affairs</p>	<b>LOCATION</b> 9 MetroTech Center, Brooklyn, New York

**JOB DESCRIPTION**

The Fire Department is hiring a Borough Manager to work within the Community Affairs Unit in the Bureau of External Affairs, who will assist in liaison with the 59 citywide community boards, borough presidents and the Mayor’s Community Assistance Unit. Responsibilities will include: regular attendance of monthly Community Board, District service and Borough service cabinet meetings, and providing timely responses to constituents regarding FDNY services; coordination of attendance of citywide meetings by FDNY personnel; assisting Director in the development of strategic outreach plan that increases awareness of FDNY career opportunities, fire safety education and CPR training in NYC; facilitation of collaborative partnership between FDNY and Community Boards; development reports regarding community outreach efforts; assisting with coordination of meetings and responses for annual district and borough budget consultation meetings.

- QUALIFICATION REQUIREMENTS:**
- A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
  - High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
  - Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

- PREFERRED SKILLS:**
- Proficiency in MS Word, Excel, Power Point.
  - Excellent written, communication and interpersonal skills are required.
  - Strong ability to work independently, on multiple projects simultaneously and against deadlines is required.
  - Candidates with community work experience are strongly encouraged to apply

**NOTE:** New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. Please note that only candidates considered for an interview will be contacted.

**TO APPLY:**  
 NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO [WWW.NYC.GOV/JOBS](http://WWW.NYC.GOV/JOBS).  
 CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 197115.

**DATED:** June 26, 2015 **\*POST UNTIL\*:** Until Filled

*“FDNY is ranked as the top place to work among gov’t agencies; and 17<sup>th</sup> overall among 500 employers among large U.S. companies, nonprofits, gov’t agencies, and U.S. divisions of multi-national.”*  
*-Forbes magazine, on “America’s Best Employers 2015”*  
 The Fire Department is an Equal Opportunity Employer.