



**THE CITY OF NEW YORK
BRONX COMMUNITY BOARD 6**

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Honorable Ruben Diaz Jr., Bronx Borough President

MS. EVONNE CAPERS
Board Chairperson

MR. JOHN SANCHEZ
District Manager

Executive Committee Meeting Minutes

Wednesday, April 21, 2021

Evonne Capers, Chairperson

The Executive Committee Meeting met on Wednesday, April 21, 2021 via Zoom Audio and Video Conferencing. The following members were present: **Evonne Capers**, Nicole Carter, **Margarita Espinosa**, **Lanell Gardenhire**, **Audrey Harden**, **Matthew Martinez**, Floretta O'Brien, Rosa Peraza, Kristine Rivera, **Gil Simmons** and **Noorjahan Wells**.

The Executive Committee discussed the change of title and salary increase for Community Associate, Carla Leon. It was recommended that the new title be Community Coordinator with its salary. The Executive Committee was informed that the change of title and salary increase process will proceed once the Mayor's Office of Management and Budget provided guidance on the personnel action requests. However, they are anticipating that the process will proceed next month or June. The Executive Committee approve the change of title and salary increase and its making a recommendation to the full Board.

In addition, Board Member, Rosa Peraza, requested that a copy of Fiscal Year 2022 Operating Budget be made available for review. Chairperson Capers requested District Manager John Sanchez to forward the Fiscal Year 2022 Operating Budget to the board members once it has been drafted.

COMMUNITY COORDINATOR

General Statement of Duties and Responsibilities

Under general direction, with wide latitude for independent initiative and judgment, performs very responsible work in the supervision, planning, implementation, coordination, monitoring and/or evaluation of community development programs. If assigned to the Department of Correction, is responsible for the administration of a residential treatment facility providing services to offenders; performs related work.

Examples of Typical Tasks

Plans, implements, coordinates, monitors and/or evaluates programs providing important community services.

Performs difficult work in the preparation of planning documents required for funding.

Prepares evaluation reports, performs analyses and reviews program plans, funding and performance.

Makes recommendations on policies and procedures.

Provides authoritative interpretation of complex problems.

Provides technical assistance and training to subordinate staff in techniques of program implementation and management.

May act directly as the long-term manager of a specific community development program.

COMMUNITY COORDINATOR (continued)

Examples of Typical Tasks (continued)

If assigned to the Department of Correction: Administers a community-based residential treatment center for offenders; maintains custody and security and provides proper care, treatment and discipline of all inmates on a twenty-four hour a day basis; recruits, supervises and trains staff; maintains close cooperation with local agencies, institutions, Board of Parole and parole and probation officials; develops and coordinates community resources to provide services to center residents.

Qualification Requirements

1. 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
2. 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
3. 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.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.