

**NEW YORK CITY TAXI AND LIMOUSINE COMMISSION
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title:	Administrative Staff Analyst	Level:	II
Title Code:	10026	Work Location:	40 Rector Street New York, N.Y. 10006
Office Title:	Training Coordinator	Salary:	\$50,610 - \$108,192 (New Hire) \$54,578 - \$108,192 (Incumbent)
Division/Work Unit:	Administration & Finance/ Human Resources	No. of Positions:	1

JOB DESCRIPTION

The New York City Taxi and Limousine Commission (TLC) is the City agency responsible for oversight of the for-hire vehicle industries in New York City including the drivers and owners of yellow medallion taxis, community car services and black cars, and various other types of vehicles. Combined, TLC regulates industries that encompass over 50,000 vehicles providing over a million daily trips. Our role is to ensure that each passenger's riding experience is safe, comfortable and convenient.

The Training Coordinator will plan, prepare, and deliver training, utilizing a variety of techniques, including interactive workshops, train-the-trainer sessions and conference presentations. Will be responsible for the design, enhancement, and maintenance of training components, modification of existing programs to accommodate changing needs, and design and implementation of a needs-assessment process. Specific responsibilities include:

- Develop programs of instruction for new and existing TLC Inspectors including field training.
- Establish uniformity, develop written guidelines and ensure the development and implementation of a comprehensive training curriculum for new and existing TLC Inspectors.
- Coordinate and conduct EEO training for new and existing staff.
- Coordinate and conduct Right To Know, Conflict of Interest, etc. training for new and existing staff.
- Identify individual, division and agency-wide training deficiencies.
- Coordinate training scheduled and manage all training operations.
- Coordinate and conduct any training identified by departments within the agency.

QUALIFICATION REQUIREMENTS

- 1) Master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area, 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
- 2) Baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

NYC Residency Required

PREFERRED SKILLS

- Candidate must have good interpersonal and public speaking skills, and possess good analytical, writing, editing and presentation skills.
- Experience in training assessment and delivery.
- Professional experience as a trainer.
- Proficiency in Microsoft Excel, PowerPoint and Word..

To Apply, Please Submit 2 copies of Cover Letter and 2 copies of Resume To:
NYC Taxi and Limousine Commission
Carmen Rojas
Human Resources Division
40 Rector Street - 5th Floor
New York, New York 10006
E-Mail: jobsatTLC@tlc.nyc.gov

Post Date: June 15, 2007	Post Until: June 29, 2007	JVN: 156-07-40
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer