

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

Civil Service Title:	PAA	Level: 2
Title Code:	10124	Work Location: 32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	Supervisor of Renewal Licensing Driver and Owner Licensing	Salary: \$38,435 - \$55,870 (New Hire) \$44,200 - \$55,870 (Incumbent)
Division/Work Unit:	Licensing and Standards	No. of Positions: 1

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**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 yellow medallion taxis, community car services and livery cars, black car services, luxury limousines, commuter vans and paratransit services. Combined, the TLC regulates industries that are responsible for over 500,000 daily trips, serving over 1,000,000 passengers. The TLC's Licensing and Standards Division is responsible for the review and credentialing of all members of TLC-regulated industries ranging from yellow taxi drivers to commuter van base owners. In total, there are 14 different license types with over 125,000 licensees managed by the Division. The Division is responsible for developing and setting applicant standards, accepting and evaluating applicant submissions and ensuring that licensees maintain the high standards of conduct established by the TLC through proactive compliance monitoring of licensing requirements.

Under direction of the Director of Licensing and Standards, with latitude for independent initiative and judgment the successful applicant will perform difficult professional work in the management of the administrative, procedural and operational aspects of the agency's renewal application and license issuance process and supervise staff performing such work. There is a major utilization of computers in the performance of these duties and the ability to create both access databases and develop queries will be integral to the position. Specific responsibilities will include:

- Review and verify incoming data from applicants accepted by Counter Personnel\Lockbox or Drop-off and ensure accurate and timely processing of all renewal applications.
- Review all internal and external data and licensing requirements related to the renewal of the license.
- Prepare, track, and monitor incomplete documents returned to clients and identify process issues.
- Prepare, track, and monitor applications and documents, that updates required to the Agency database (TAMIS) are made in a timely and accurate manner and that the physical issuance and mailing of the license is handled efficiently and effectively.
- Develop monitoring mechanisms to assess timing and control process.
- Assist Senior Management in developing operational and policy oversight for the Division.

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**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

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**PREFERRED SKILLS**

- Minimum of 1-3 years experience in a relevant field, preferably local government.
- Strong interpersonal and teamwork skills.
- Ability to adapt to a fluid work environment and changing needs and priorities.
- Background in implementation of re-engineering or innovation initiatives.
- Strong analytical skills.
- Skilled in effective, clear and persuasive oral and written communications.
- Strong computer and technical skills including but not limited to Word, Excel, Access, Powerpoint, Project and Visio.

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To apply, please submit 2 copies of resume and 2 copies of cover Letter To:

NYC Taxi and Limousine Commission

Carmen Rojas

Human Resources Department

40 Rector Street - 5<sup>th</sup> Floor

New York, New York 10006

Post Date: June 18, 2007	Post Until: July 3, 2007	156-07-42
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer