

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

Civil Service Title:	Principal Administrative Associate	Level: III
Title Code:	10124	Work Location: 40 Rector Street New York, N.Y. 10006
Office Title:	Special Assistant to the Commissioner/Chair	Salary: \$45,754 - \$69,924 (New Hire) \$52,617 - \$69,924 (Incumbent)
Division/Work Unit:	Office of Commissioner/Chair	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 yellow medallion taxis, community car services and livery cars, black cars services, luxury limousines, commuter vans and paratransit services. Combined, TLC regulates industries that are responsible for over 500,000 daily trips, serving over 1,000,000 passengers. Our role is to ensure that each passenger's riding experience is safe, comfortable and convenient.

The Special Assistant to the Commissioner/Chair's responsibilities will include, but not be limited to, the following:

- Serve as liaison and representative of the Commissioner's Office to agency and other government employees, persons and entities doing business with the agency, and anyone else necessary to carry out the functions and vast array of assignments germane to the Commissioner's responsibilities of overseeing the Board of Commissioners and serving as Chief Executive Officer of agency;
- Serve as liaison between the Commissioner's Office and the agency's Consumer Relations Division, Call Center and Correspondence Unit, to ensure that correspondence and other inquiries are handled in a timely and appropriate fashion, including but not limited to the preparation of responses to letters forward by the Mayor's Correspondence Unit and letters/inquiries received by the Commissioner's Office;
- Assist the Commissioner/Chair in providing guidance, research, information, answering inquiries and providing assistance to the TLC's Board of Commissioners;
- Interact and confer with Senior Staff and Deputy Commissioners to assist in responding to any assignments delegated by the Commissioner/Chair;
- Handle confidential and special projects as determined by the Commissioner/Chairman; and
- Gather and analyze agency statistics, conduct research, prepare reports and otherwise brief the Commissioner/Chair as directed to prepare for meetings and events.

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.

PREFERRED SKILLS

- Proficiency in Excel and PowerPoint.

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

Post Date: April 10, 2008	Post Until: May 1, 2008	JVN: 156-08-22
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer