

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

Civil Service Title:	Community Coordinator	Level:
Title Code:	56058	Work Location: 40 Rector Street New York, N.Y. 10006
Office Title:	Assistant Director of Constituent Affairs	Salary: \$40,551 - \$62,950 (New Hire) \$46,634 - \$62,950 (Incumbent Rate)
Division/Work Unit:	Office of the First Deputy Commissioner/ Constituent Management	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, livery cars, and various other types of vehicles. 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 Assistant Director will join the TLC at an exciting time of transition and growth. Since June 2004, we have hired a host of new staff members who have embarked on a series of service-oriented initiatives and implemented various administrative and operational reforms. The agency expects to continue this trend with several major projects on the horizon including a full-scale assessment and reform of the rules and regulations governing the transportation services provided by our licensees, implementation of technology-based customer service improvements in all 13,000 yellow medallion taxis, and continued innovation of the agency's day-to-day operations.

The TLC is looking for smart, motivated individuals with a passion for public service that can help make all of this happen. The Assistant Director will be part of a small staff reporting directly to the Director of Constituent Affairs. The Assistant Director's overall responsibility will be to work closely with the TLC's numerous and varied stakeholders and agency staff to ensure that the agency is able to achieve its mission of a safe, comfortable and convenient ride for every passenger. Specifically, the Assistant Director's responsibilities will be to:

- Maintain regular contact with key external stakeholders through regular formal and informal contacts.
- Identify, define and frame constituent issues for intra-agency discussion and appropriate action through briefings and presentations.
- Undertake economic analyses of various TLC regulated industries through the development and maintenance of industry "balance sheets."
- Track external developments that may impact TLC, including legislative bills and regulatory proposals.
- Pursue opportunities to assist TLC constituents such as grants or public-private partnership programs.
- Represent the agency at various external industry, government and community functions.

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.

NYC Residency Required

PREFERRED SKILLS

- Minimum of 2-3 years experience in a relevant field, preferably local government or other large and complex organizations.
- Strong interpersonal and teamwork skills.
- Ability to analyze legislation and regulations.
- Skilled in identifying emerging issues, and developing effective and creative solutions.
- Skilled in effective, clear and persuasive oral and written communications.
- Knowledge of Microsoft Access, Excel and statistical software such as SPSS.
- Master Degree in Public Administration or a related field is preferred.

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 - 5th Floor
New York, New York 10006

Post Date: March 12, 2007	Post Until: April 2, 2007	156-07-16
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer