

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

Civil Service Title:	Administrative Taxi and Limousine Inspector	Level:	M-III
Title Code:	10079	Work Location:	24-55 BQE West Woodside, N.Y. 11377
Office Title:	Assistant Commissioner for Enforcement	Salary:	\$90,000 - \$130,000
Division/Work Unit:	Uniformed Services Bureau (USB) Enforcement Division	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 Para transit 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.

Under the direction of the Deputy Commissioner of the Uniform Services Bureau (USB) the Assistant Commissioner will:

- Manage, direct, coordinate and administer the Enforcement Division of the USB to achieve agency missions and goals;
 - Develop, and propose strategies, new regulations and initiatives to enforce Commission rules, regulations and policies;
 - Analyze the organizational and operational functions of the Enforcement Division to see how to better achieve goals and be more productive; and,
 - Attend meetings and interact with industry leaders, members of the public, and other governmental officials in meetings or hearings related to the Enforcement Division of the USB.
 - Develop and implement computer systems including implementation of handheld devices.
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QUALIFICATION REQUIREMENTS

- 1) A four year high school diploma or its educational equivalent and six years of full-time experience in criminal justice or law enforcement; at least eighteen months which must have been in an administrative, managerial, executive capacity or supervising enforcement personnel. Education received at an accredited college may be substituted for the work experience cited above at the rate of one year of college for two years of experience. In addition, a master's degree from an accredited university may be substituted for up to one additional year of the general experience on the same basis as described above; or
 - 2) A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial, executive experience or supervising enforcement personnel as described in "1" above.
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PREFERRED SKILLS

- Managerial experience and ability in all areas of program review and administrative management, including employee training and development, resource allocation and optimization, organizational reviews, cost-effectiveness reviews, and the formulation and revision of performance standards, procedures and methods.
 - Demonstrated ability to initiate, coordinate and implement regulatory reviews and modifications, including development of new regulations to achieve agency and bureau mission and goals.
 - Experience supervising an enforcement program.
 - Experience in implementing computer systems.
 - Ability to use computer software including, but not limited to Access, and Excel, Word and PowerPoint.
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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: December 23, 2010	Post Until: January 13, 2011	JVN: 156-2011-83462
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer