

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

Civil Service Title:	Administrative Staff Analyst (NM)	Level:
Title Code:	1002A	Work Location: 32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	Director of Applicant Licensing	Salary: \$49,492 - \$75,000
Division/Work Unit:	Licensing and Standards	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 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 150,000 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 Assistant Commissioner for 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 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:

- Work with Division staff to review and verify incoming data from applicants accepted by Counter Personnel.
- Request and review all internal and external data and licensing requirements.
- Assist with the development of new and enhancement of existing licensing functionality using available technology, inclusive of web based initiatives for application submission and payments.
- Prepare, track, and monitor incomplete documents returned to clients and identify process issues.
- Coordinate with other divisions in the agency on scheduling and tracking of the hearing process. Develop monitoring mechanisms to assess timing and control process.
- Develop and maintain an effective Records Control system that properly addresses Legal and DORIS requirements.
- Maintain the process of issuing licenses to TLC applicants.
- Assisting the Deputy Commissioner and Assistant Commissioner in operational and policy oversight for the Division.

QUALIFICATION REQUIREMENTS

1. A 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, urban studies 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. A 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.

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.

To apply, please submit 2 copies of resume and 2 copies of cover letter to:
NYC Taxi and Limousine Commission
Carmen Rojas
Human Resources Division
40 Rector Street - 5th Floor
New York, New York 10006

Post Date: January 3, 2011	Post Until: January 24, 2011	JVN: 156-2011-83532
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer