

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

Civil Service Title:	Associate Staff Analyst	Level:
Title Code:	12627	Work Location: Citywide
Office Title:	Project Manager/Systems Analyst	Salary: \$59,536- \$88,649 (New Hire) \$68,466 -\$88,649 (Incumbent)
Division/Work Unit:	Management Information Systems	No. of Positions: 1

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**JOB DESCRIPTION**

The New York City Taxi and Limousine Commission is responsible for regulating all Medallion and "For Hire Vehicles" within the City of New York. To assist in operations the Taxi and Limousine Commission (TLC) runs a number of, SQL Server, .Net and mainframe systems (in a Windows environment) to both conduct and monitor operations.

At present the TLC is seeking an experienced computer Analyst who can:

- Manage external contractors as they implement TLC systems.

More specifically the selected candidate shall be required to perform/manage the following:

- Requirements gathering
- Request For Proposals (RFPs) development
- Vendor selection
- Vendor management through all phases of a Systems Development Life Cycle (SDLC)

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**PREFERRED SKILLS**

- Excellent communication, writing, and documentation skills
- Experience in writing Request For Proposals (RFPs).
- Excellent consensus building skills
- Strong analytical and problem solving skills.
- PMP or equivalent certification
- Successful experience on multiple complex projects
- Ability to work as part of team and independently

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**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 one year 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; or

2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

New York City Residency Required Within 90 Days of Appointment

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To apply please submit two copies of resume and two copies of cover letter to:  
NYC Taxi and Limousine Commission  
Carmen Rojas  
Human Resources Division  
33 Beaver Street – 22nd Floor  
New York, New York 10004  
E-mail: [jobsatTLC@tlc.nyc.gov](mailto:jobsatTLC@tlc.nyc.gov)

Post Date: June 24, 2011	Post Until: July 11, 2011	JVN: 156-2011-87862
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer