

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

Civil Service Title:	Community Coordinator	Level:
Title Code:	56058	Work Location: 32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	Community Coordinator	Salary: \$45,815 - \$70,810 (New Hire) \$52,457 - \$70, 810 (Incumbent)
Division/Work Unit:	Uniformed Services Bureau/ Office of Judgment Enforcement	No. of Positions: 1

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**JOB DESCRIPTION**

The TLC is responsible for licensing and regulating for-hire vehicles in New York City. This includes taxis, livery cars, black cars, limousines, ambulettes, and commuter vans. Since the TLC's creation in 1971, the industries regulated by the TLC have grown to include more vehicles and drivers, and they provide more rides to the public than ever before – moving over 1.25 million New Yorkers and visitors each day. TLC-regulated travel is the third largest source of public transportation in New York, after the subway and buses. On an annual basis, TLC-regulated vehicles provide transportation to 400 million people and generate over \$4 billion in private revenue.

The Community Coordinator will be assigned to the Enforcement/USB Unit, reporting to the Deputy Director of the Office of Judgment Enforcement. Primary duties will be to manage the TLC's 3rd-party tow pound contract, including interfacing with the pound on a daily basis in order to ensure the keeping and maintaining accurate records of all vehicles seized by TLC, including monitoring storage times and locations, and keeping an accurate count of vehicles at any drop-off or storage location at any given time. Duties will also include interfacing with the general public daily in order to efficiently and accurately process the release of vehicles seized by the TLC. The successful applicant may also be assigned general office duties in the Office of Judgment Enforcement, as needed, on a day-by-day basis.

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**PREFERRED SKILLS**

- Excellent verbal, written communication skills, and organization skills
- Proficiency in all Microsoft Office Applications, especially Access, Excel, and Word
- Strong project management skills
- Familiarity with TLC Rules and Regulations is preferred

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**QUALIFICATION REQUIREMENTS**

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.

New York City Residency Required

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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  
33 Beaver Street – 22<sup>nd</sup> Floor  
New York, New York 10004

Post Date: April 10, 2012	Post Until: May 1, 2012	JVN: 156-2012- 100321
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer