

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

Civil Service Title:	Administrative Staff Analyst (NM)	Level:	N/A
Title Code:	1002A	Work Location:	32-02 Queens Boulevard LIC, N.Y. 11101
Office Title:	Assistant Director, Office of Judgment Enforcement	Salary:	\$49,492 - \$75,000 (New Hire) \$53,373 - \$75,000 (Incumbent)
Division/Work Unit:	USB/Office of Operation Support & Programs	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 Office of Judgment Enforcement's daily operations include: Vehicle Redemption including coordination with the pound(s) and the tracking of Agency outstanding docketed & non-docketed debt.

The Assistant Director will report to the Executive Director of Operations Support & Program and be required, under direction with wide latitude for independent initiative and judgment, to maintain, run and update multiple Microsoft Access front-end applications to create statistics and analyze data from SQL data files. Additional primary responsibilities will be to provide reports to the division directors and monthly CPR performance indicators.

The TLC is looking for intelligent, self motivated individuals with a passion for statistics and a desire to constantly improve the reporting mythology and accuracy of the day-to-day the Office of Judgment Enforcement. You will work both independently and with supervisors to improve the day-to-day operations by streamlining the operations and the development of reports.

Specific responsibilities will include:

- Maintain and update the numerous applications (Access Front-End Application) with the intention of developing newer high end/ front-end applications.
- Run productivity and performance internal indicators reports and update statistical spreadsheets in Microsoft Excl.
- Analysis of internal performance indicators and of other data that TLC collects as part of its regulatory mission.
- Oversight and support for special projects.

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 2-3 years experience in a relevant field, preferably in municipal government or in another large and complex organization.
- Capacity to identify emerging issues and develop effective and creative solutions.
- Contract management experience.
- Effective, clear, and persuasive oral and written communications.
- Experience with databases, statistical tools, to include Microsoft Access, Excel is required and experience with SQL is helpful.

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 - 22nd Floor
New York, New York 10004-2736

Post Date: July 20, 2011	Post Until: August 10, 2011	JVN: 156-2012-88933
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer