

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

Civil Service Title:	Administrative Staff Analyst	Level:	M-II
Title Code:	10026	Work Location:	33 Beaver Street New York, N.Y. 10004
Office Title:	Director of Special Projects	Salary:	\$54,740 - \$146,276 (New Hire) \$59,032 - \$146,276 (Incumbent)
Division/Work Unit:	Office of Finance and Administration	No. of Positions:	1

JOB DESCRIPTION

The New York City Taxi and Limousine Commission (TLC) is the agency responsible for licensing and regulating New York City's yellow taxicabs, for-hire vehicles (community-based liveries and black cars), commuter vans, paratransit vehicles, and certain luxury limousines. The TLC licenses and regulates over 50,000 vehicles and approximately 110,000 drivers, and performs over 50,000 safety and emissions inspections a year, making it the most active taxi and limousine licensing regulatory agency in the United States. To learn more about the TLC, please visit: www.nyc.gov/taxi
Reporting to the Deputy Commissioner for Finance and Administration, the Director of Special Projects will be responsible for:

- Data collection and analysis relating to the fiscal and economic profiles of the industries regulated by the TLC (Medallion Taxicab, For-Hire Vehicle, Paratransit, Commuter Van, and Luxury Limousine).
- Advising the Agency Commissioner and Senior Staff on taxicab medallion sale and transfer issues, including the collection and analysis of data relating to medallion prices and medallion price trends.
- Responding to industry and public inquiries relating to the fiscal and economic profiles of the industries regulated by the TLC.
- Managing or contributing to special projects, pilot programs, or other issues as needed.

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.

NEW YORK CITY RESIDENCY REQUIRED

PREFERRED SKILLS

1. Capacity to identify emerging issues and develop effective and creative solutions.
2. Experience with databases and statistical tools.
3. Interested candidates should have excellent written and verbal communication skills, effective problem-solving skills, and the ability to prioritize, manage time, and engage in multiple tasks in a fast-paced environment. Candidates should be highly motivated and able to work well independently and as part of a team.
4. Proficiency with Microsoft Word, Excel, Access, and PowerPoint.

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
33 Beaver Street – 22nd Floor
New York, New York 10004

Post Date: September 16, 2011	Post Until: September 30, 2011	JVN: 156-2012-93944
-------------------------------	--------------------------------	----------------------------

The NYC Taxi and Limousine Commission is an Equal Opportunity Employer