

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

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| Civil Service Title: | Administrative Taxi and Limousine Inspector | Level: | M-1 |
| Title Code: | 10079 | Work Location: | 24-55 BQE West Woodside, N.Y. 11377 |
| Office Title: | Director of Operations for Safety & Emissions | Salary: | \$49,492-\$80,000 New Hire \$53,373-\$80,000 Incumbent |
| Division/Work Unit: | Uniformed Services Bureau/ Safety & Emissions Division | 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 100,000 drivers, performs safety and emissions inspections, and holds numerous hearings for violations of City and TLC rules and regulations, 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.

Under the direction of the Assistant Commissioner for the Safety and Emissions the Director of Operations will be responsible for the total management of the Safety and Emissions Inspection Operation. Areas of responsibility: reviews, analyzes and recommends policy for the enforcement of vehicle inspections and replacements; reviews all inspection-related items and recommends revisions where appropriate; monitors vehicle inspection lane operations and equipment enhancements; recommends enhancements to lanes; develops standards of operating procedures; establishes and enforces programs and standards for inspections of vehicles, and periodically reviews automotive testing equipment; and, implements policies and procedures for the effective management of Safety & Emissions programs. Plans, develops, directs, and administers personnel, procedural and operational policies; controls and monitors Division resources and manpower to achieve Agency, Bureau and Division missions and goals; initiates, monitors, oversees the implementation of management and productivity improvement programs; oversees and reviews inspection, regulatory enforcement practices and proposes, develops and implements new and revised regulations and regulatory inspection programs; coordinates Division initiatives with executive level staff and inter-agency staff. The Director will represent executive management at meetings with representatives of the TLC regulated industries. In the absence of or unavailability of the Assistant Commissioner, is empowered to exercise all authority empowered to the Assistant Commissioner with respect to the Division's programs, personnel, and policies.

QUALIFICATION REQUIREMENTS

1. A four year high school diploma or its equivalent, and six years of full-time experience in criminal justice or law enforcement; at least eighteen months which must have been in an administrative managerial, executive capacity or supervising enforcement personnel. Education received at an accredited college may be substituted for the work experience, up to a maximum of four years of college for two years of experience. In addition, a master's degree from an accredited university may be substituted for up to one additional year of the general experience on the same basis as described above; or
2. A satisfactory equivalent of education and experience cited above. However, all candidates must have the eighteen months of administrative, managerial, executive experience or supervising enforcement personnel as described in "1" above.

PREFERRED SKILLS

- Extensive knowledge and experience in Motor Vehicles and Vehicle Inspections Systems.
- Experience and ability in all areas of program review and administrative management, including employee training and development, resource allocation and optimization, organizational reviews, cost-effectiveness reviews, and the formulation and revision of performance standards, procedures and methods.
- Demonstrated ability in computer software use and understanding, including MS products.
- Demonstrated ability to initiate, coordinate and implement regulatory reviews and modifications, including development of new regulations to achieve agency and bureau mission and goals.

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

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| Post Date: January 9, 2012 | Post Until: January 30, 2012 | JVN: 156-2012-97158 |
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer