

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

Civil Service Title:	Community Associate	Level:	
Title Code:	56057	Work Location:	33 Beaver Street New York, NY 10004
Office Title:	Training Assistant	Salary:	\$32,321 - \$53,786 (New Hire) \$37,169 - \$53,786 (Incumbent)
Division/Work Unit:	Financial Management and Administration/Human Resources	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 TLC is seeking a Training Assistant who will assist with the planning, development, evaluation and delivery of basic level training initiatives. The responsibilities listed below are intended only as illustrations of the various types of work that may be performed:

- Meets with department manager to ensure all training class preparations are accurate, comprehensive, practical, and consistent with the agency's vision, mission and objectives.
 - Maintains training files including employee records, evaluations, and performance standards.
 - Keeps all training materials catalogued and ensures all materials, handouts and displays are reproduced and organized prior to each training class.
 - Supports Training Specialists in some delivery and development of materials for classroom based and/or online instruction.
 - Promotes employee involvement and professional development through employee surveys and focus groups.
 - Performs related administrative duties as assigned.
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PREFERRED SKILLS

- Ability to prepare clear, concise, and accurate reports, correspondence and other written materials.
 - Strong interpersonal and teamwork skills.
 - Skilled in effective, clear and persuasive oral and written communications.
 - Strong computer and technical skills including but not limited to Word, Excel, PowerPoint and Outlook.
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QUALIFICATION REQUIREMENTS

- 1) High School graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above.
- 2) Education and/or experience which is equivalent to "1" above.

New York City Residency Required

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: January 24, 2012	Post Until: February 14, 2012	JVN: 156-2012-97856
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