

**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, N.Y. 10004
Office Title:	Accessibility Analyst	Salary:	\$32,321 - \$53,788 (New Hire) \$37,169 - \$53,788 (Incumbent)
Division/Work Unit:	Office of Policy	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. The TLC licenses and regulates over 50,000 vehicles and approximately 100,000 drivers, performs safety and emissions inspections, and holds number 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.

The Office of Policy at the NYC Taxi and Limousine Commission is responsible for providing policy guidance and spearheading exciting new initiatives. It works in conjunction with the Office of the Commissioner, the Office of External Affairs, and the various Deputy Commissioners to ensure that the agency meets the goals of the administration and fulfills its mission.

Under the leadership of the Director of Policy, the Accessibility Analyst will be assigned to support the Agency's accessibility agenda. The Accessibility Analyst will perform research and data analysis, assist with grant management and vendor contracts, and conduct stakeholder outreach. The candidate will also work closely with TLC's Licensing and Safety and Emissions units. Responsibilities may include but are not limited to:

- Data analysis, research, and recommendations – Review and analyze data collected from wheelchair accessible taxis. Research accessible vehicles and programs. Write reports, create presentations, and advise senior staff on a course of action.
- Project planning and implementation – assist Deputy Director of Accessibility to develop detailed work plans and action items for vendor contracts and grant program.
- Overall support –Take an active role in supporting the activities of the agency. Respond to telephone and correspondence requests for information requiring research.

PREFERRED SKILLS/QUALIFICATIONS

Interested candidates should have excellent written and verbal communications 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. Although not required, the successful applicant will likely have one or more of the following academic or professional experiences: urban planning, transportation policy, public administration, public policy, business, economics, statistics, political science, environmental studies, computer science, or a related program. B.A. or B.S. required. Interest in accessibility and transportation policy is strongly recommended. Candidate should be familiar with Microsoft Excel and Access database programs.

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; or
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
New York, New York 10004

Post Date: March 19, 2012	Post Until: April 9, 2012	JVN: 156-2012-99684
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer