

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

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:	Assistant Chief for Enforcement	Salary:	\$50,000-\$80,000
Division/Work Unit:	Uniformed Services Bureau (USB) Enforcement Division	No. of Positions:	1
		Tour:	Overnight

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 cars services, luxury limousines, commuter vans and paratransit services. Combined, TLC regulates industries that are responsible for over 500,000 daily trips, serving over 1,000,000 passengers. Our role is to ensure that each passenger's riding experience is safe, comfortable and convenient.

Under the direction of the Chief of the Uniform Services Bureau (USB) the Assistant Chief of Uniform Services Bureau will:

- Manage, direct, coordinate and administer the **Overnight** Enforcement Division of the USB to achieve agency missions and goals;
- Develop, and propose strategies, new regulations and initiatives to enforce Commission rules, regulations and policies;
- Analyze the organizational and operational functions of the Enforcement Division to see how to better achieve goals and be more productive; and,
- Attend meetings and interact with industry leaders, members of the public, and other governmental officials in meetings or hearings related to the Enforcement Division of the USB.

QUALIFICATION REQUIREMENTS

- 1) A four year high school diploma or its educational 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 cited above at the rate of one year 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 as 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

- Managerial 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 to initiate, coordinate and implement regulatory reviews and modifications, including development of new regulations to achieve agency and bureau mission and goals.
- Prior experience in managing enforcement staff. Ability to use computer applications Access and Excel.

To apply please submit two copies of your cover letter and two copies of your resume to:

NYC Taxi and Limousine Commission
Carmen Rojas
33 Beaver Street -22nd Floor
Human Resources Division
New York, New York 10004

Post Date: 11/14/2012	Post Until: Filled	JVN: 156-2013-113584
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The NYC Taxi and Limousine Commission is an Equal Opportunity Employer