

MANAGEMENT ASSISTANT (TAXI AND LIMOUSINE COMMISSION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class assists the Chairman-Westchester County Taxi and Limousine Commission in the implementation of rules, regulations and licensing procedures for taxis and limousines. Responsibilities involve keeping abreast of current legislation and changes made by the commission; liaison with the County's tourism agencies to provide safe transport for residents; coordinating interaction between County departments as it relates to Commission business. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Chairman-Taxi and Limousine Commission in the implementation of rules, regulations and licensing procedures for taxis and limousines;

Establishes and maintains a variety of administrative procedures (filing systems, licensing and application procedures, record keeping procedures, etc.) necessary for the smooth operation of office functions;

Establishes and maintains the procedures necessary to ensure compliance with the Westchester County For-Hire Vehicle law and supervises all matters relating to Taxi and Limousine adjudication division;

Coordinates legislative submissions to the Board of Legislators, including providing documentation regarding local laws, communications and proposals regarding the Commission's rules and procedures;

Keeps abreast of the actions of the Board of Legislators as they relate to Commission affairs, and prepares written reports for the Chairman-Westchester County Taxi and Limousine Commission;

Works with the Department of Public Safety on developing training guides regarding rules, regulations, licensing procedures and enforcement for municipal police departments;

Coordinates press releases by editing materials as necessary, ensuring correct information, and by consulting with the graphics division;

Coordinates the efforts of the Commission as it relates to the activities of governmental agencies at the state level; performs research and prepares reports to maintain files regarding same;

Maintains liaison with various tourism agencies, County departments, and municipalities to coordinate all interactions as they relate to Commission affairs, and to effectively communicate current information regarding regulations;

Attends monthly Commission meetings and any other meetings assigned by the Chairman;

Maintains financial records and provides cash flow analysis as needed;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Monitors and coordinates the daily functions and activities of court case management, records management and court administration involving cases of violation of rules and regulations of the Westchester County Taxi and Limousine Commission;

Facilitates court processes and procedures from violation issuance to disposition and collection of fines;

Participates in the development of an integrated data entry system facilitating statistical court-related reports, tracking and processing payment of fines, related fine collection procedures, recoupments, scofflaw process and scheduling of court personnel and hearing officers;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the laws, rules and regulations affecting the taxi and limousine industry; good knowledge of the operations, issues and trends relating to the taxi and limousine industry; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software; ability to gather and analyze information for the preparation of reports; ability to establish and maintain a variety of administrative procedures necessary for archival of information relating to laws, rules and regulations, as well as financial record keeping systems necessary in providing cash flow analysis; ability to establish and maintain effective working relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; tact; integrity; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of professional experience where the primary function of the position was administration** or management.

**DEFINITION: In this case, administrative experience is defined as participation in the direction and control of an identifiable organizational unit or program. An administrator is responsible for planning, resource allocation, program evaluation and policy formulation. Experience limited to performing specialized functions such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administrative experience.

SUBSTITUTIONS: Coursework toward a Master's Degree* may be substituted at the rate of 30 credits per year of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: E0728
Job Group: XII