

## VICE CHAIRMAN-WESTCHESTER COUNTY TAXI AND LIMOUSINE COMMISSION

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chairman, an incumbent of this position is responsible for assisting in the execution and administration of the policies, regulations and procedures of the Westchester County Taxi and Limousine Commission. Responsibilities involve maintaining extensive liaison with industry representatives, local municipal officials and elected officials, managing office procedures for effective administration, and coordinating the work of subordinates involved in the education, implementation and enforcement of Commission standards. Supervision may be exercised over a small number of personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Works with the Chairman-Westchester County Taxi and Limousine Commission in executing and administering the policies, regulations and procedures of the Commission;

Maintains extensive liaison with key industry representatives, local municipal officials and elected officers regarding the implementation and execution of laws, rules and regulations governing taxi and limousine services;

Assists in preparing recommendations concerning fare regulations, as well as other issues effecting taxi and limousine services;

Assists in monitoring standards and conditions of services provided by taxis and limousines to ensure compliance with regulations;

Assists in formulating standards of safety in the operation of taxis and limousines, and keeps abreast of current regulations to ensure appropriate education and implementation thereof;

Assists the Chairman in office management by supervising subordinates, and ensuring that appropriate administrative functions are in place for the effective and smooth operation of the office;

Supervises and participates in the formulation, development and implementation of educational campaigns directed towards the taxi and limousine industry to aid in the implementation and enforcement of Commission standards;

Supervises the coordination and submission of legislation to the Board of Legislators and keeps abreast of Board actions to effectively integrate any change in rules and regulations;

Oversees and participates in the coordination of press releases regarding Commission affairs;

Responds to constituent correspondence, inquiries or complaints by investigating the nature of such, and provides the most accurate response by letter or telephone;

EXAMPLES OF WORK: (Illustrative Only)

Supervises the maintenance of financial records and provides cash flow analysis or auditing information as needed;

Attends monthly meetings and any other pertinent meetings as assigned by the Chairman.

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 supervise and plan the work of subordinates; ability to communicate effectively, both orally and in writing; ability to gather and analyze information and prepare written material on same; ability to establish and maintain effective working relationships; resourcefulness; tact; integrity; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and six years of professional public sector administrative or management experience, including three years of dealing with constituent affairs.

SUBSTITUTION: Satisfactory completion of 30 credits\* toward a Master's Degree\* may be substituted on a year for year basis for up to two years of the above stated experience, but candidates must have the three years of experience dealing with constituent affairs.

\*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 Education Department as a post-secondary, degree-granting institution.