

IBA

ADMINISTRATIVE TRAFFIC ENFORCEMENT AGENTDuties and Responsibilities

This is a management class of positions. The following are typical assignments within this class of positions:

Under general direction, supervises the operation of a traffic enforcement borough command or a field command engaged in implementing the midtown Manhattan tow program; reviews, evaluates and takes appropriate action on reports and recommendations submitted by subordinates; assigns personnel, vehicles and equipment; directs and assists district commanders in the redevelopment of patrols and post assignments; confers with representatives of other city agencies and the general public on matters pertaining to traffic enforcement; oversees the implementation of policies and programs of the traffic enforcement program; performs related work.

Under general direction, with broad latitude for the exercise of initiative and judgment, supervises the operation of a major portion of the traffic enforcement program; coordinates and reviews operational activities; assigns supervisory staff according to work load and trouble spots; maintains discipline; represents the department at meetings; may act for Division Head in his/her absence; performs related work.

Qualification Requirements

All candidates must possess a Motor Vehicle Driver's License valid in the State of New York; and

1. High school graduation or evidence of having passed an examination for a high school equivalency diploma or U.S. Armed Forces GED certificate with a score of at least 35 on each of the five tests and an overall score of at least 225 in the examination for the diploma or certificate, and four years of full-time, paid administrative, investigative, or related experience, at least two years of which shall have been in an administrative or supervisory capacity; or
2. A satisfactory equivalent. College, trade or vocational school subsequent to high school may be substituted on a year for year basis for experience. However, all candidates must possess the two years of administrative or supervisory experience as described above.

Direct Lines of Promotion

From: Associate Traffic Enforcement Agent (71652)

To: None