



## VACANCY ANNOUNCEMENT

**Job Title: Assistant to Director**

**Department: Taxi & Limousine**

**Union: Non-represented**

**Salary Range: \$54,630 - \$73,104**

**Posting Period: Wednesday, April 17, 2019 – Tuesday, April 30, 2019 (Internal & External Posting)**

### **Persons Eligible:**

**Internal Applicants:** Current employees of the Philadelphia Parking Authority who have been employed and in their current position for at least six months.

**External Applicants:** Anyone who meets the minimum requirements

### **General Description:**

The Authority is looking for an individual to fill a long vacated position of Assistant to Director of the Taxi & Limousine division. The Assistant to Director facilitates administration and communication between the Division Director, Deputy Director, and the public, including the regulated community and for hire transportation consumers. Additionally, the Assistant facilitates administration between departments within the agency.

### **Principal Duties:**

- Administering accounts payable for the Division
- Processing personnel documentation, time control, invoices, billing and procurement needs
- Creating reports/ charts/ power point presentations for the Director using industry related data
- Assisting the Director with Right to Know requests
- Answering, recording and delivering messages and response communications for the Director
- Organizing meetings and conference calls as needed
- Miscellaneous Administrative functions as needed

### **Required Knowledge, Skills and Abilities:**

- **Written comprehension** - understanding written sentences and paragraphs
- **Written Expression** - using English words or sentences in writing so that others will understand
- **Problem Sensitivity** – the ability to identify problems before they evolve and identify missing parts of the problem in order to resolve
- **Mathematical Reasoning** – understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operation that can be performed to solve problems
- **Number Facility** - adding, subtracting, multiplying and dividing quickly and correctly
- **Deductive Reasoning** – applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense
- **Inductive Reasoning** – combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons why things go together
- **Information Ordering**- Following correctly a rule or set of rules or actions in a certain order. The rules or set rules must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.
- Organization Skills
- Professional demeanor
- Customer Service Skills

- Computer literacy
- Ability to type 60 wpm

**Working Hours: Monday through Friday during normal work hours**

**Minimum Acceptable Training, Experience, and Education:**

- BA/BS Degree highly preferred
- Vast Experience with Microsoft Word, Excel, PowerPoint, and Outlook

**SELECTION CRITERIA FOR INTERNAL APPLICANTS:**

TESTING: YES

TESTING CRITERIA:

50% - ASSESSMENT TEST, (COMPUTERIZED)

35% - ORAL INTERVIEW,

05% - ATTENDANCE,

10% - LATEST ANNUAL PERFORMANCE EVALUATION.

**SELECTION CRITERIA FOR EXTERNAL APPLICANTS:**

TESTING: YES

TESTING CRITERIA:

50% - ASSESSMENT TEST, (COMPUTERIZED)

50% - ORAL INTERVIEW,

**INTERNAL APPLICANTS** WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. APPLICANTS WHO ACHIEVE A COMBINED SCORE OF 36 POINTS FROM THE ASSESSMENT TEST, EMPLOYEE EVALUATION AND ATTENDANCE, BASED ON THE WEIGHT EACH CATEGORY IS GIVEN, WILL BE INVITED TO THE ORAL INTERVIEW PHASE OF THE PROCESS. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 OR HIGHER WILL BE PLACED ON THE ELIGIBILITY LIST.

*The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*

**PLEASE SUBMIT RESUME TO:  
MR. DARRYL WHITE, DEPUTY MANAGER  
HUMAN RESOURCES DEPARTMENT  
PHILADELPHIA PARKING AUTHORITY  
701 MARKET STREET, SUITE 5400  
PHILADELPHIA PA 19106**