



CURRENT VACANCY

POSTING DATES: August 28, 2017

THROUGH: September 27, 2017

JOB TITLE: Executive Director of the Rochester Traffic Violations Agency
SALARY RANGE: \$68,309 to \$90,069/Annually

TYPICAL WORK ACTIVITIES:

Directs staff involved in the disposition of traffic infractions which includes generating notices to violators and the scheduling of hearings for violators pleading not guilty;
Oversees the processing of the payments of fines for violators either pleading guilty, accepting a plea, or found guilty by a judicial hearing officer;
Directs the hiring and selection process for the Agency and supervises and evaluates the performance of assigned personnel;
prepares the quarterly or monthly collection of fines by the Agency for the City Treasurer for payment to the New York State Comptroller's Office;
Coordinates with the Information Technology Department on all technology needs and enhancements for the Agency;
Represents the City on all traffic violation matters with local and state governmental agencies, the media, and the general public;
Preparation and monitoring of the Agency's operating and capital budgets;
Preparation of an annual report detailing the progress, development, and operations of the traffic Agency for State and Local Officials;
Keeps abreast of changes to the New York State Vehicle and Traffic, General Municipal, State Finance, and Criminal Procedure Laws as they relate to the adjudication of traffic infractions.

MINIMUM QUALIFICATIONS:

- A. Master's Degree in Public Administration, Business Administration, or closely related field and three (3) years of experience in the management of a high volume traffic violation, parking violation, or other government agency.
- OR
- B. Bachelor's degree in Public Administration, Business Administration, or closely related field and four (4) years of experience as described in A.;
- OR
- C. Any Bachelor's degree and five (5) years of experience as described in A.

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Wednesday, September 27, 2017. APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE BE CERTAIN THAT YOUR APPLICATION IS COMPLETE AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

CITY RESIDENCY IS REQUIRED WITHIN ONE YEAR OF HIRE

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

Thomas Miller, Principal Staff Assistant

EEO/Americans with Disabilities Act Employer