

MOTOR VEHICLE INTERSTATE REGISTRATION ADMINISTRATOR

DESCRIPTION: Under administrative direction, plans, organizes, coordinates, directs and controls the Department of Motor Vehicles Motor Carrier Services Division operations and activities; administers and interprets motor vehicle laws as they relate to motor vehicle titling and registration of commercial vehicles; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, assigns, and directs the work activities of the Motor Carrier Services Division staff to attain work goals and to ensure consistent application of administrative and program policies, procedures, and standards.

Confers with and advises Division staff to exchange information on and/or explain Interstate Registration policies, procedures, and standards, to identify the type and impact of work problems, and to formulate possible solutions.

Compares work performance of assigned staff with established standards to determine the quality and quantity of employees work to recommend personnel actions such as appointments, promotions, disciplinary actions, grievance dispositions, status changes, and separations; to identify employee training needs; and to improve employee work performance and enhance career advancement potential.

Conducts research, drafts, recommends and implements Division policies and procedures, rules and regulations, legislation and fiscal notes to meet the needs and requirements of federal and state laws.

Interprets motor vehicle laws as they pertain to commercial vehicles for county officials, attorneys, law enforcement, other states, other governmental entities, the public, and the trucking industry.

Formulates, reviews, and makes recommendations for the budget for the Motor Carrier Services Division; monitors budget status and approves expenditures.

Maintains liaison with trucking representatives and enforcement officers to explain policies and procedures.

Disburses monies to jurisdictions including all contiguous states, District of Columbia and the Canadian provinces included in the International Registration Plan.

Supervises the audit functions of the Division by reviewing audit reports and making final determinations regarding adjustment of fees due from trucking companies.

Serves as liaison with County Clerks and law enforcement agencies regarding motor vehicle titling of commercial vehicles.

Leads creation and implementation of Division's information technology projects including scheduling enhancements and tests

G60510 – MOTOR VEHICLE INTERSTATE REGISTRATION ADMINISTRATOR (continued)

Develops and disseminates information to the public through publications, correspondence, and press releases.

Represents the agency at various conferences, seminars, and meetings and presents informational speeches as needed.

Performs public contact work in gathering information, resolving complaints, generating support and providing information.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: state Statutes, federal, state, and local laws and rules and regulations related to the Motor Vehicles Motor Carrier Services Division; the International Registration Plan; the Uniform Registration and Reciprocity Agreement; International Fuel Tax Agreement; Unified Carrier Registration; Department of Motor Vehicles functions, rules, and regulations.

Ability to: establish and maintain working relationships with agency personnel, county officials, law enforcement, general public, administrators in other states, and the trucking industry; interpret state and federal policies; target problem areas and devise solutions.

Skill in: presenting ideas and information to large groups or individuals.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: principles and practices of management including administration, personnel, accounting, and auditing; systems design and analysis; motor vehicle/trucking industry related rules and regulations.

Ability to: communicate effectively; develop goals and objectives; establish priorities; plan, assign, and supervise personnel review the work of others.

**JOB PREPARATION GUIDELINES:** (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline is a Bachelor's degree in business administration, public administration or related field with emphasis in management AND experience with Interstate Registration laws and procedures.