

STATE OF NEBRASKA CLASS SPECIFICATION
MOTOR VEHICLE DRIVER LICENSING SERVICES
ASSISTANT DISTRICT SUPERVISOR

EST: 07/00 – REV: 01/11
CLASS CODE: V60113

DESCRIPTION: Under limited supervision, responsible for assisting the Motor Vehicle Driver Licensing Services District Supervisor with the activities of a driver's license examination district. Receives supervision from District Supervisor, follows policies and procedures as set forth in Driver License Examining Manuals and State Statutes; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third classification level of five in the Motor Vehicle Driver Licensing Services Examiner class series. Positions in this class, on a regular and on-going basis, supervise Motor Vehicle Driver Licensing Services Examiner I's and/or Motor Vehicle Driver Licensing Services Examiner II's and coordinate daily operations of an assigned driver licensing office. These duties are performed as an assistant to a District Supervisor; incumbents do not have full responsibility of a driver licensing services office.

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

Oversees daily field operations and supervises employees in assigned areas to the extent of training coordination, and assists District Supervisor in complaint resolution, performance evaluations and daily scheduling.

Assists in the supervision and preparation of work schedules for Motor Vehicle Driver Licensing Services Examiner incumbents within a specific geographical area.

Inspects examining station facilities including all testing equipment and operation procedures.

Makes recommendations to District Supervisor concerning new policies and procedures or the revision of existing ones.

Assists with and may conduct in District Supervisor's absence special examinations for restricted licenses.

Promotes traffic safety by speaking to groups and working closely with local schools and community organizations as needed.

Assists with conducting interviews of potential employees and makes hiring decisions.

Maintains working supply inventory within assigned area of District.

Conducts monthly staff meetings providing policy/procedure updates.

Investigates/responds to internal and external complains.

May conduct third party CDL tester audits as well as performing other needed duties in absence of District Supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: leadership techniques; state statutes, state motor vehicle laws and other rules and regulations; safe driving practices and procedures; department rules and regulations; coordination of people and resources; teaching and instructing individuals; the principles of individual and group interaction; common office computer hardware and software programs.

Skill in: communicating with others to convey and collect information; public speaking; listening and understanding; prioritizing workloads; conflict resolution.

Ability to: supervise staff; plan, organize and assign work assignments; monitor and provide feedback on employee performance; establish and maintain effective and cooperative working relationships with local officials, other state agencies, fellow employees and the public; interpret and explain state statutes, rules and regulations and policies and procedures relating to the operations of a vehicle; work in a team environment; function effectively under pressure and in emergency driving situations; perform assigned outdoor duties under all types of weather conditions; keyboard 5000 WPH with 95% accuracy.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

One year driver licensing experience and experience working with the public in a customer service capacity or working with motor vehicle laws.

SPECIAL NOTES:

Possession of a valid driver's license and an excellent driving record is required.

Some positions may require the incumbent to be bilingual.

Some positions may require overnight travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).