

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

EST: 01/78 – REV: 01/11
CLASS CODE: V60114

DESCRIPTION: Under administrative direction, responsible for the activities of a driver's license examination district and evaluating the work of supervised staff. Receives periodic supervision from Motor Vehicle Driver Licensing Services Manager, follows policies and procedures as set forth in Driver Control Division 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 fourth classification level of five in the Motor Vehicle Driver Licensing Services Examiner class series. Positions in this class are responsible for the supervision and operations of driver's license examination stations within a District. Incumbents typically supervise Motor Vehicle Driver Licensing Services Assistant District Supervisor incumbents and/or Motor Vehicle Driver Licensing Services Examiner I and II staff. Positions in this class are differentiated from the Motor Vehicle Driver Licensing Services Manager class in that the latter has responsibility to administer the operations of Driver Licensing Services programs.

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.)

Supervises and prepares 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 Motor Vehicle Driver Licensing Services Manager concerning new policies and procedures or the revision of existing ones.

Conducts most difficult special examinations for restricted licenses.

Conducts or directs investigations on problem drivers who have been reported to the Department.

Clarifies and interprets policy and procedure bulletins for assigned personnel.

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

Conducts interviews of potential employees and make hiring decisions.

Maintains working supply inventory with the district.

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; techniques and methods of 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; problem solving; 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 operation of a vehicle; work in a team environment; function effectively under pressure; keyboard 5,000 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.)

Three years driver licensing experience OR coursework/training or experience in business administration or related field; experience working with the public in a customer service capacity or working with motor vehicle laws; experience in supervision including employee performance evaluation or program evaluation.

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).