

STATE OF NEBRASKA CLASS SPECIFICATION
**MOTOR VEHICLE DRIVER LICENSING
SERVICES MANAGER**

EST: 01/78 – REV: 05/10
CLASS CODE: V60115

DESCRIPTION: Under general supervision of the Motor Vehicle Driver Licensing Services Administrator, manages and coordinates all licensing and driver improvement activities within the state including the overall supervision of all assigned personnel; assists Administrator in all administrative duties at the state level; 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 fifth and final classification level of the Motor Vehicle Driver Licensing Services Examiner class series. Positions in this class perform at the full performance level to administer and manage the operations of motor vehicle driver licensing functions through subordinate supervisors.

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 the activities of section personnel and coordinates daily operations.

Consults with and advises subordinate agency staff to explain and/or exchange information on administrative program objectives and policies; identify work problems and formulate possible solutions.

Attends and participates in meetings and serves as a liaison with county officials, law enforcement agencies, education officials and business and industry representatives with regard to driver licensing.

Supervises the implementation of agency and division policies and procedures and state statutes as they pertain to section functions.

Reviews physical and vision problems to determine eligibility for licensing and assigns cases to the Medical Advisory Board.

Maintains inventory on test equipment and forms to assure adequate supplies and that equipment is in proper working order.

Directs the investigation of public complaints.

Updates manuals, examinations and publications as legislation, policies and current research requires.

Maintains and prepares reports, records and files relating to the section functions.

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

Knowledge of: personnel management techniques; state statutes, motor vehicle laws and other rules and regulations pertaining to the Division's program; department rules and regulations; the principles of accident prevention and traffic safety; inventory control; basic accounting and math procedures.

Skill in: communicating with others; public speaking; listening and understanding; problem solving; conflict resolution.

Ability to: establish and maintain effective working relationships with employees, other state and community agencies and the public; accept responsibility and delegate and supervise the work of others; develop the potential of employees through training programs..

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

Bachelor's Degree in Business Administration or related field plus progressive work experience directly related to motor vehicle laws, with a minimum of three years supervisory experience.

SPECIAL NOTES:

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

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).