

STATE OF NEBRASKA CLASS SPECIFICATION  
**MOTOR VEHICLE PROGRAM MANAGER I**

EST: 12/14 – REV: 00/00  
CLASS CODE: G60391

**DESCRIPTION:** Under supervision from Director and/or Deputy Director or Division Administrator, manages and supervises the Motor Carrier Services, Vehicle and Driver Records, Driver Licensing Services, and Financial Responsibility Divisions. 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.)

Assists the Director and/or Deputy Director or Division Administrator in planning, assignment and directing division operations and activities to establish priorities, to coordinate operations with other functions in the agency and insure goals and objectives are being attained.

Directs the implementation of agency rules and regulations and state laws as they pertain to the functions for which the Program Manager has responsibility.

Authorizes, with approval from Director and/or Deputy Director or Administrator, appropriate personnel actions including promotions, reassignments, status changes, hiring, termination, disciplinary actions and performance evaluations of subordinate staff.

Provides input in the development of new and revised statutes, rules and policies in response to agency operational and program needs, objectives and effectiveness.

Establishes proper record keeping systems to insure the availability of information for budgeting, programming and public information.

Confers with agency legal staff and agency administrators to discuss and resolve administrative and operational problems that impair the effectiveness and efficiency of division functions.

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

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

Consults with State and County Officials, Law Enforcement Agencies and the State Court System with regard to division functions.

Represents the state of Nebraska at meetings which relate to division functions.

Assists in the preparation of the division budget.

Evaluates records and reports of work production, costs, staff and equipment usage to determine efficiency of administrative functions and suggests alternatives to increase program/operational cost effectiveness.

MOTOR VEHICLE PROGRAM MANAGER I (continued)

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

Knowledge of: departmental policies, rules and regulations related to Motor Carrier Services, Vehicle and Driver Records, and Financial Responsibility; plans and contracts governing division functions; contract agreements; budget planning.

Ability to: plan, organize, direct and review the work of a large staff; develop and implement policies and procedures; analyze the nature and scope of problems and recommend solutions; plan, assign and review the work of subordinate staff.

**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, public administration, or a related field AND experience in the development of operational policies and procedures, interpreting federal and state laws, or grant writing. Experience may substitute for education on a year for year basis.