

### MOTOR VEHICLE EXAMINING ADMINISTRATOR

DESCRIPTION: Under administrative direction, plans, organizes, coordinates, directs, and controls the Examining Division's operations and activities; 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.)

Coordinates operations with other functions within the agency; develops and promotes Division goals and priorities.

Supervises subordinate staff; authorizes leave time, and competes performance evaluations, handles disciplinary issues, and resolves conflicts for the examining staff.

Research, recommend, draft and implement policies and procedures, rules and regulations, legislation and fiscal notes to meet the Division's needs in response to federal and state laws.

Drafts and develops legislation for new and revised statutes relevant to the Examining Division.

Formulates, reviews and makes recommendations for the budget of the Examining Division; monitors budget status and approves expenditures.

Prepares and writes grant requests; implements, monitors and accounts for fund expenditures.

Consults with agency director and other management staff to discuss and resolve operational and administrative problems that impair the effectiveness and efficiency of agency and division programs.

Provides advice to examining staff on administrative and program objectives, identifying work problems and creating solutions.

Assesses Division's staffing needs and recommends necessary changes to agency Director; authorizes appropriate personnel actions requested by subordinate staff.

Represents the department at national, state and local meetings related to driver license examining issues (AAMVA, NACO, etc) and attends various DMV meetings as necessary.

Directs creation of media articles relating to driver licensing and exchange information with DMV staff and other governmental entities.

Performs revisions, prints and distributes Nebraska Drivers License Test Booklets, Commercial Drivers License Test Booklets, Motorcycle Test Booklets, written exams and driver's license application forms.

Oversees Commercial Driver's License (CDL), Third Party CDL Tester and Problem Driver Point System programs.

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

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Authorizes cancellation of driver's licenses.

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 Driver License Examining Division; Department of Motor Vehicles functions, rules, and regulations.

Ability to: establish and maintain working relationships with agency personnel, county officials, law enforcement, general public, and administrators in other states; interpret state and federal policies; target problem areas and devise solutions; and present ideas and information to large groups or individuals.

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; grant application processes, and requests for proposals (RFPs); motor vehicle and driver licensing related rules and regulations.

Ability to: communicate effectively; develop goals and objectives; establish priorities; plan, assign, and supervise personnel and 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 an emphasis in management AND experience with driver licensing laws and procedures.