

MOTOR VEHICLE TITLES AND REGISTRATIONS ADMINISTRATOR

DESCRIPTION: Under administrative direction, plans, organizes, coordinates, directs and controls the Department of Motor Vehicles Driver and Vehicle Records Division operations and activities; administers and interprets motor vehicle laws as they relate to driver licensing, motor vehicle titling and registration; performs related duties 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.

Plans, assigns and directs the work activities of the Driver and Vehicle Records Division staff to attain work goals and to ensure consistent application of administrative and program policies, procedures and standards.

Supervises the fraud investigation functions of the Division.

Conducts research, drafts, recommends and implements Division policies and procedures, rules and regulations, legislation and fiscal notes to meet the needs and requirements of federal and state laws

Interprets motor vehicle laws as they pertain to vehicle titling and registration for County Treasurers, County Clerks, law enforcement, other states, other governmental entities and the public.

Interprets regulations pertaining to driver licensing issuance for County Treasurers, law enforcement, other governmental entities and the public.

Formulates, reviews and makes recommendations for the budget for the Driver and Vehicle Records Division; monitors budget status and approves expenditures.

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

Represents the agency at various conferences, seminars and meetings and presents informational speeches as needed.

Develops and disseminates information to the public through publications, correspondence and press releases.

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 and Vehicle Records Division; Department of Motor Vehicles functions, rules and regulations.

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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.

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; motor vehicle titling and registration 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.