

Class Concept

This is executive and managerial work in overseeing the administration of the major functions of the Division of Motor Vehicles. Position is responsible for providing strategic and organizational development and planning, including administrative and programmatic direction, fiscal and personnel management, and legislative research, development, implementation and planning for its respective areas.

Position administers the Commissioner's overall goals and vision for the Division and provides leadership to DMV senior management. Work involves the establishment of program policies, development of long range goals and objectives, oversight of the administration of State and Federal funds, and performance of other related work as required. Work also involves overseeing development of standards and ensuring adherence to Chapter 20 of the North Carolina General Statutes, as well as State and Federal policies, rules, and regulations governing DMV operations.

Work is performed independently under the administrative supervision of the Commissioner of Motor Vehicles and functions as liaison between the Commissioner's Officer and the public, Legislature and other organizations with respect to assigned areas of responsibility.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of management principles, techniques and practices of business administration as applied to government programs.
- Thorough knowledge of State and Federal laws, especially Chapter 20 (NC Motor Vehicles Laws).
- Thorough knowledge of State personnel policies and procedures, Homeland Security and Immigration laws.
- Demonstrated leadership skill directing others to resolve business problems that affect multiple areas.
- Comprehensive knowledge, expertise and experience in specialty or work area to ensure successful program development and delivery including problem identification and resolution.
- Ability to plan, coordinate, direct, implement and evaluate programs and their effectiveness.
- Ability to exercise judgement and discretion in establishing, applying and interpreting a wide range of policies and procedures.
- Ability to plan, assign and supervise work of subordinate employees.
- Ability to make independent decisions by interpreting and/or incorporating laws, rules, and/or regulations that impact a statewide operation.
- Ability to analyze the needs and identify critical continuous improvement initiatives that are needed to further the mission and goals of DMV.
- Ability to work with partners to identify common goals and negotiate resources to maximize outcomes.

Minimum Education and Experience

Bachelor's degree in Business Management, Public Administration or related field from an appropriately accredited institution and six years of progressively responsible administrative or management experience; or an equivalent combination of education and experience.